



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST

REPORTS TO: Maintenance and Operations Officer **SITE:** District Office

CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Months

SALARY: Range 270 - Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: February 13, 2014

JOB SUMMARY:

Under general supervision of the Maintenance and Operations Officer, daily checks and analyzes all environmental health & safety regulations, gather data, work with regulators, and prepare environmental plans and reports for submission to regulatory agencies. Educate employee population on Environmental Health and Safety requirements, such as for hazardous material usage, waste disposal and safety issues. Ensures that all district policies, plans, and protocol are up to date ensuring the sites are in compliance with Ed. Code, local, state and federal regulations.

Supervise the implementation of the chemical hygiene plan District wide. Set priorities and review progress based on regulatory and internal policies requirements. Report to District's management team on risks, exposures, requirements, and program status; make recommendations for improvement consistent with business priorities. Verify the accuracy of staff's compliance activity.

Recommend exposure control methods, such as process modifications, ventilation control, or personal protective equipment when necessary. Recognize the toxicological properties and potential effects of physical and chemical agents.

CLASS CHARACTERISTICS:

Position in this class requires special skills obtained through moderate training and experience in the environmental health and safety field. Due to the importance and safety concerns of this work, there are mandatory trainings and credentials that will need to be maintained. Specific guidelines covering all important aspects of the work are provided to employees.

ESSENTIAL FUNCTIONS:

1. Appointed Chemical Hygiene Officer for the District.
2. Maintain District Chemical Hygiene Plan, Hazardous Materials Business Plan, HAZCOM, arsenic program and IIPP and hazardous substances District policies.
3. Management systems approach to develop and implement programs which improve facility safety and maintain compliance with applicable regulatory requirements.
4. Assess risks to the district and communicate these issues to the management team.
5. Prioritize and evaluate potential hazards to minimize exposure to employees.
6. Assist regulators during inspections to the district.
7. Plans and delivers training programs for all employees on relevant accident prevention and compliance programs such as: Lockout/Tag-out, confined space entry, PPE, fire prevention and protection, chemical handling, hazard communication, arsenic control plan and chemical hygiene plan.
8. Audits all facilities to detect existing or potential accident, health hazards and management systems deficiencies. Determines appropriate corrective or preventative measures where indicated and follows-up with reporting to Maintenance and Operations head department or principals to ensure measures have been implemented.

9. Purchase order creations and follow through for budget items related to environmental health & safety work.
10. Manage the industrial hygiene and safety training schedule and subject matter.
11. Oversees and handles the district AHERA report.
12. Oversees and implemented the district HMBP's for all district locations (hazardous material business plan.)
13. Monitor and oversee the district underground tanks and related systems to ensure that they are in compliance.
14. Other duties as connected to the EH&S field of work.
15. Maintain and hold any and all valid credentials to perform the required work for the district.
16. Perform duties as needed or requested by management.
17. On call for 24/7 emergency response to district safety issues.

Employment Standards:

Incumbent must be able to perform essential functions 1-17 with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- Bachelor's Degree in Environmental Science, industrial hygiene, Chemistry, or related field.
- 3-5 years' experience in Environmental Health and Safety programs.
- Strong analytical tools.
- Broad knowledge of operating reporting requirements for OSHA, EPA, DOT, BAAQMD & Ed regulations(federal, state & locals).
- Knowledge of the Williams act for lead testing.
- Arsenic and asbestos understanding and controls.
- Asbestos Hazard Emergency Response Act (AHERA).
- HAZWOPER certified.
- DOT /HAZMAT certified.
- Hazardous Waste Handler certified.
- Knowledge and experience with Globally Harmonized System (GHS) and its practical implementation in the creation in and requirements for labels and SDS's.
- Basic First Aid, CPR, AED (Train the trainer).
- Ability to implement new programs and follow through.
- Environmental auditor certification a plus.
- Possession of a valid California Class A.
- Obtain and hold any valid credentials or licenses that are required by law or code.
- Attend required trainings and pass tests provided by the trainer to ensure knowledge retention.
- Ability to maintain confidentiality.

EXPERIENCED WITH:

- Recognize and implement corrective initiatives as needed and follow through with any appropriate action.
- React with and exercise good judgment, flexibility, and sensitivity to changing situations and emergencies.
- Communicate clearly and concisely orally and in writing.
- Maintain harmonious relations with school staff and maintenance and operations team.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to lift and carry objects and equipment weighing up to 50 lbs., and move up to 100 lbs. using a dolly or hand truck.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of TB clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.