

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FACILITIES COMPLIANCE ANALYST

POSITION: Facilities Compliance Analyst

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position focuses on ensuring that the educational and work environments within St. Mary's County Public Schools (SMCPS) are environmentally safe and promote success while maintaining compliance with a broad range of current federal, state, and local health and environmental codes, regulations, and policies. The Facilities Compliance Analyst works under the general direction and oversight of the Director of Operations and in alignment with SMCPS policies and regulations, labor agreements, state regulations, and federal statutes. The Facilities Compliance Analyst may be required to work a variable schedule, including evenings and weekends.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Oversees environmental health and safety compliance, including, but not limited to, asbestos, hazardous materials, indoor air quality, lead, pest management, pesticides, and underground and above fuel storage tanks
- Collaborates with schools and departments, including Maintenance, Operations, Design & Construction, Capital Planning, and Student Services, making recommendations to district administrators on various issues, including implementation and corrective strategies
- Conducts investigations of environmental concerns, including gathering and analyzing data, developing, and implementing solutions, and developing and delivering reports to diverse populations

- Conducts samples or supervises the sampling of hazardous and/or industrial waste and bulk sampling of material suspected of containing asbestos
- Maintains accurate environmental program testing, compliance, and reporting records
- Plans and implements procedures, programs, and files regulatory reports in compliance with the local, state, and federal agencies
- Coordinates the district's Asbestos Hazard Emergency Response Act (AHERA) management plan
- Manages Safety Data Sheets management system and provides training
- Provides indoor air quality monitoring expertise and coordinates testing and monitoring procedures
- Coordinates outside consulting services as necessary
- Produces clear and concise written reports based on field inspections
- Plans and facilitates employee safety orientation program and employee safety training
- Disseminates Right-to-Know information to staff
- Stays current with regulations related to program areas assigned
- Inspects organization facilities to detect existing or potential health hazards, determines corrective or preventive measures where indicated, and follows up to ensure measures have been implemented
- Updates and delivers employee training programs related to hazardous materials and waste
- Supervises the work of contracted firms involved in removing or testing hazardous materials
- Investigates employee queries concerning exposure to hazardous materials or air pollutants
- Proactively supports the state's Interagency Commission on School Construction (IAC) inspection process, coordinating a team of individuals from various departments
- Recommends and coordinates the development of programs required by the district to comply with hazardous materials regulations
- Assists with verification of fuel levels and delivery status
- Acts as a resource for those managing all contracts relevant to the position
- Assists in developing, implementing, and managing policies, programs, and practices related to environmental safety within SMCPs
- Provides support and data analysis for the Statewide Facilities Assessment and Capital Improvements Program

QUALIFICATIONS:

Required:

- High school diploma (or GED)
- Minimum of three (3) years on-the-job experience
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)
- Asbestos/AHERA Inspector and Management Planner certification desired; required within six months of hire date

Preferred:

- Associate degree

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month, eight-hour employees - Range 30.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024