

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**SECURITY**

**4720 Supervisor of Environmental Services**

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**JOB TITLE:** SUPERVISOR OF ENVIRONMENTAL SERVICES

**REPORTS TO:** School Business Administrator or designee

**SUPERVISES:** Environmental Specialists and Environmental Office Staff

### **NATURE AND SCOPE OF JOB:**

The Supervisor of Environmental Services provides sound advice and information to the Superintendent of Schools, Cabinet staff, principals, and other district employees relative to environmental concerns and district compliance with related state and federal laws and administrative code.

### **QUALIFICATIONS:**

The Supervisor of Environmental Services shall:

1. Hold a Bachelor's Degree with a major in chemical or biological sciences from an accredited college or university.
2. Have an AHERA Management Planners License.
3. Have an AHERA Inspector/Investigator License.
4. Have a New Jersey Department of Labor Asbestos Worker/Supervisor License.
5. Have a New Jersey Department of Environmental Protection Radon Measurement License.
6. Have at least three (3) years experience in environmental services.
7. Hold and maintain a valid driver's license with no serious violations.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

#### EMPLOYMENT TERMS:

The Supervisor of Environmental Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

#### JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Environmental Services shall:

1. Advise the immediate supervisor on all environment related matters.
2. Develop implementation plans and cost estimates for all projects necessary to assure compliance with state and Federal environmental regulations.
3. Prepare and administer the Office of Environmental Services' budget.
4. Supervise and/or conduct testing of air, water, or soil samples to ascertain district compliance with environmental regulations and develop corrective plans for identified deficiencies.
5. Establish and administer a radon screening program in accordance with current New Jersey Department of Environmental Protection Agency regulations and protocols.

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6. Ensure school district compliance with PEOSHA standards and promote safe working practices among all district staff members.
7. Supervise and/or conduct sick building syndrome/HVAC investigations and analyze evaluation results.
8. Supervise, coordinate, and maintain documentation to assure district compliance with AHERA regulations.
9. Develop and implement the district's plan to assure compliance with the Worker and Community Right-to-Know Act.
10. Develop the school district's asbestos abatement plans and provide supervisory oversight for all asbestos abatement projects.
11. Provide input into the development and administration of an in-service training program for school district staff members on environment related issues.
12. Serve as a resource person for district staff, parents, and students on environment related issues.
13. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
15. Participate in appropriate in-service and workshop programs and attend any required meetings.
16. Use computers and/or electronic equipment to fulfill job functions.
17. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
18. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
19. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### EVALUATION:

The School Business Administrator or designee shall evaluate the Supervisor of Environmental Services in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

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Approved

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Date