

**MANAGEMENT JOB DESCRIPTION**

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**SAFETY, ENVIRONMENTAL, & MAINTENANCE MANAGER**

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**JOB SUMMARY:**

Under the direction of the Director of Maintenance and Operations, establishes, maintains, supervises, and further develops the District's safety, environmental, and maintenance functions. Reviews new construction and modernization construction documents prior to the Division of the State Architect submittal. Conducts investigations of indoor air quality or mold activities. Documents and calculates fees for all hazardous waste generated by the District and establishes a business plan for the Department of Environmental Health. Supervises and evaluates assigned staff. Performs related duties as assigned. Provides leadership and promotes teamwork, collaboration, and training for optimum services and support.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises, inspects, and evaluates the construction and maintenance work product of assigned personnel and outside contractors to ensure work is completed as specified.
- Inspects facilities to evaluate conditions affecting health, safety, and risk management control and takes action on immediate hazards.
- Estimates labor, materials, and other costs and develops plans for deferred and discretionary maintenance of facilities projects.
- Establishes and maintains a priority system for emergency repairs and work order requests.
- Manages and coordinates with local and state health, fire, and law enforcement agencies in removal of hazardous materials; maintains records; and calculates required fees.
- Coordinates and maintains the District's Asbestos and Lead Abatement Programs in compliance with applicable regulations.
- Attends meetings, workshops, and conferences to maintain current knowledge of legislation, regulations, and legal codes applicable to hazardous materials, indoor air quality, and maintenance work.
- Establishes and maintains effective working relationships with all parties including teachers, administrators, coworkers, contractors, engineers, and the general public.
- With the approval of Administration, develops and maintains the District Energy Management Plan.
- Assists with implementation of the District's Labor Compliance Program.
- Performs related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of successful facilities and/or construction experience, some of which shall have been as a construction inspector, superintendent, foreman, or building inspector.
- Knowledge of materials, tools, and methods used in the maintenance and repair of building systems; federal EPA requirements and regulations; principles of supervision, performance evaluation, and training; (ASHRAE) American Society of Heating, Refrigeration and Air Conditioning Engineers standards; CAL/OSHA regulations; and Department of Environmental Health, and Division of Industrial Safety regulations.

## SAFETY, ENVIRONMENTAL, & MAINTENANCE MANAGER

Page 2

- Graduation from high school supplemented by specialized training in the building trades in either a trade school or university.
- Ability to read and interpret building plans, specifications, and related contract documents; to detect construction anomalies by inspection, keep accurate records; and make clear and concise reports.
- Must secure and maintain asbestos, contractor, designer, and building inspection certification.
- Must have a valid California driver's license, have a good driving record, and maintain insurability under the District's insurance program.

*Management Salary Schedule: Range J*

*BOARD APPROVED: 6/22/99*

*REVISION DATES: 6/6/00*

*12/9/03*

*7/18/06*

*9/19/07*