ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Title	Environmental Health & Safety Technician	Reports To:	Director of Maintenance, Operations & Facilities or Designee	
Department:	Maintenance, Operations & Facilities	Bargaining Unit:	☒ CSEA 860 ☐ CSEA 27 ☐ AEA	☐ Management ☐ Confidential ☐ Unrepresented
Hours:	Varies	No. of Work Days:	261	
FLSA Classification:	☐ Exempt ☒ Non Exempt	Type:	☐ Reclassification ☐ Update of job description ☒ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Administrative/Supervisory ☐ Confidential		☐ Licensed ☐ Unrepresented ☐ CSEA 27 ☒ CSEA 860 – Range 63	

DEFINITION

Under general supervision, the Environmental Health & Safety Technician performs a variety of technical and maintenance work to support environmental health, fire, and life-safety programs, such as performing routing audits, inspections, and maintenance of district facilities for various Fire, Life and Playgrounds safety concerns; collecting and consolidating hazardous materials/wastes that are potentially dangerous or harmful to human health or the environment; and performing or assisting others with basic site inspections, investigations, and remedies.

This job reports to Director of Maintenance, Operations & Facilities or Designee

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Director of Maintenance, Operations & Facilities or designee. Exercises no supervision of staff.

ESSENTIAL FUNCTIONS

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs inspections, audits, and minor maintenance of elevators and wheelchairs lift equipment.
- Performs inspections and maintenance of Fire Extinguisher devices, cabinets, accessories.
- Performs inspections and maintenance of playground equipment and fall arrest surfaces in accordance with Public Playground Safety regulations to ensure safety of students.
- Maintains district inventory of Automated External Defibrillator (AED) devices inspection and maintenance programs. Conduct inspections, testing, and repairs are required.

- Maintains Readiness and Emergency Management for Schools (REMS) supplies at designated school sites, replenishing supplies, maintaining inventories to ensure school readiness.
- Performs regular inspections and maintenance of fire alarms, including testing, troubleshooting and device maintenance to keep system operable. Assist with coordination of large repairs where required.
- Assists with Asbestos and Lead Based Paint maintenance program documentation. Coordinates with manager and service providers for sampling, testing and mitigation as required.
- Assist with the collection, consolidation, and packaging for transport and/or disposal of hazardous materials/wastes. Ensures that required inspections, storage, and documentation in compliance with federal, state, and local hazardous waste and hazardous materials regulations.
- May assist with and respond to basic emergency calls related to chemical spills, fires, or other hazardous materials/conditions and takes appropriate action as directed. Coordinates and assists other trades as required to arrest, correct, and resolve the facility issues.
- Performs other related duties as assigned for the purpose of providing leadership to ensure the efficient and effective functioning of the Department.

QUALIFICATIONS

Knowledge of:

- Organizing and scheduling meetings, compiling, and distributing meeting agendas and taking meeting minutes;
- Basic principles and practices of training;
- Safety practices, policies, and procedures.

Ability to:

- Schedule activities, meetings, and/or events;
- Gather and/or collate data; and use job-related equipment.
- Work with others in a wide variety of circumstances;
- Work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods.
- Work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job- related equipment.
- Analyze issues and create action plans.
- Problem solve with data frequently requiring independent interpretation of guidelines.
- Adapt to changing work priorities; communicate with diverse groups;
- Meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Education and Experience:

Experience:

- Job related experience within a specialized field is required.

Education:

- Two (2) year degree in occupational safety, industrial hygiene, environmental discipline or equivalent.
- High School Diploma/GED and 3+ years of experience with an emphasis in environmental and/or health and safety program management. Completion of 2 years of college-level coursework preferred.

Licenses and Certifications:

- Driver's License & Evidence of Insurability
- OSHA 40-hour (HAZWOPER) Certification or ability to obtain certification within 180 days of employment.
- OSHA-30 hour for General Industry Certification or ability to obtain certification within 180 days of employment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**F**		Lift/carry 0-10 lbs	**F**
Twist	**F**		Lift/carry 11-25 lbs	**F**
Squat	**F**		Lift/carry 26-40 lbs	**I**
Kneel	**F**		Lift/carry 41-100 lbs	**I**
Climb	**I**		Stand	**F**
Reach above shoulder	**I**		Walk	**F**
Grip/Grasp	**F**		Sit	**I**
Extend/Flex Neck	**I**		Drive	**I**
Use Dominant Hand	**F**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**O**		Keyboarding/Mouse Work	**F**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.