Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Environmental Safety Coordinator**	FLSA Status:	**Exempt**
Job Family:	**Classified - Operations**	Pay Range:	**OP40Y**
Prepared/Revised Date:	**May 19, 2026**	Job Code:	**33302**

SUMMARY: Responsible for the environmental management of Poudre School District. Resolve issues regarding the educational and occupational environment involving potential, known, or suspected hazards. Assist in developing policies and guidelines related to occupational health and safety to assure compliance with district, local, state, and federal requirements or professional judgment and best management practices. Maintain environmental compliance within local, state, and federal regulations. Coordinate the district recycling and pest control programs and act as the district liaison with other jurisdictional agencies for fire safety, health department inspections, and emergency or crisis situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Manage the district's asbestos program. Ensure proper inspection, collection, storage, and disposal of hazardous waste, including completing chain-of-custody forms, manifests, approving payments, and maintaining mandated records.
2. Manage the district's solid waste management program, including trash, recycling, and composting.
3. Manage the district's integrated pest management program using appropriate economic and environmental practices, including determining cause, coordinating and contacting the pest management company, and follow-up.
4. Implement sustainability practices in all aspects of job responsibilities.
5. Maintain partnership with Poudre Fire Authority, coordinating and managing semi-annual fire inspections and fire drills for the district, including all schools, classrooms and district buildings. Discuss findings and make appropriate corrections with school administrators. Inspect and recharge all site fire extinguishers.
6. Manage Larimer County Health Department inspection reports for the district, determine course of action and delegate work, if needed. Work with sites to maintain compliance with Health Department regulations.
7. Train facility staff, chemical coordinators and temporary summer staff regarding the safe handling, reporting and disposal of chemicals and hazardous materials. Assess safety training needs, conduct and coordinate programs, and document participation and evaluate effectiveness of training programs.
8. Responsible for maintaining radon test results at existing schools and performing tests as required by the CDPHE (Colorado Department of Public Health & Environment) for new schools and renovations.

9. Investigate, assess, and recommend solutions to indoor air quality complaints, and coordinate mitigation with appropriate support personnel and, if necessary, professional consultants.
10. Assist in coordination and management of district personnel, Red Cross, VOAD (Voluntary Organizations Active in Disaster), local, state, and federal agencies during emergencies.
11. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in occupational safety or related field
- More than five years of progressive, related experience required
- Equivalent combination of education and experience acceptable
- Designation as a Certified Safety Professional (SCP) required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid US driver's license
- CPR and First Aid certifications
- Asbestos Inspector and Management Planner
- 40 hour Hazardous Waste Operation Certification ("HazWoper")

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Knowledge of district financial system
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to read blueprints
- Ability to wear respirators and use hand and power tools
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district facilitated web-based programs
- Operating knowledge of and ability to handle hazardous waste
- Operating knowledge of various chemicals, the Asbestos Hazard Emergency Response Act (AHERA), and Material Safety Data Sheets (MSDS)
- Operating knowledge of safety principles and loss prevention techniques, and familiarity with applicable safety codes and governmental guidelines

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director Facilities	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	