



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

COORDINATOR, ENVIRONMENTAL PROGRAMS

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Maintenance Services (or designee), the position is responsible for the coordination of environmental programs and safety for the school division. Responsibilities include assisting with managing hazardous materials response, inspections, abatement, contractor activities, indoor air quality, water sampling, and other environmental safety aspects of school buildings and sites. The position focuses on coordinating activities, contract management, regulatory compliance, environmental issue documentation, supporting staff, and assisting with environmental response efforts.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Environmental

- Assist in implementing environmental health procedures and compliance programs.
- Conduct and coordinate inspections, testing, monitoring activities, and compliance reporting in collaboration with internal departments and external agencies.
- Coordinate environmental program activities including indoor air quality, asbestos, radon, lead, and water sampling.
- Respond to and document environmental concerns and escalate issues as needed.
- Maintain records, logs, permits, and compliance documentation for environmental programs.
- Coordinate scheduling and follow-up for inspections, abatement activities, and contractor's work.
- Assist in coordinating portable classroom environmental aspects (e.g., placement, utility connections, and removals).
- Interact with staff at facilities where projects and environmental related needs are ongoing to ensure minimal impact on the facility and staff.
- Review drawings and specifications for projects; provide input regarding renovations and new construction plans.

Safety

- Assist with hazardous waste handling, storage, and disposal in accordance with regulations.
- Support environmental and pest incident response and assist with investigations.
- Assist with fire inspection coordination in collaboration with local authorities.
- Support safety initiatives and participate in safety meetings or committees as assigned.
- Coordinate response and follow-up for emergency calls and environmental and safety incidents.
- Oversee safety inspections of facilities, systems, and equipment.
- Ensure all permits/licenses are up to date; work collaboratively with the City Permits Office to resolve issues.
- Verify and ensure contractors are performing work in accordance with contract documents.

Operations

- Provide guidance and communicate environmental procedures, safety practices, and compliance requirements to staff.
- Establish and maintain a reliable network of vendors and suppliers.
- Verify and recommend approval of purchase requisitions for materials and contracted work.
- Monitor inventory and control of tools and equipment.
- Work collaboratively to coordinate interdepartmental work projects.
- Review specifications for contracted work during the yearly maintenance budget; assist in the preparation of the assigned annual budget for submission to the director.
- Evaluate and oversee contracts for areas under the scope of this position.



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

- Solicit, verify, and approve proposals of work by various contractors.
- Participate as part of an interview committee for job applicants, as assigned.
- May supervise and coordinate the work of assigned employees.
- Assist with preparing and/or reviewing annual staff evaluations for Director approval, as applicable.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a comprehensive knowledge of the principles and practices of environmental safety practices, regulations, and compliance requirements. Must have a thorough knowledge of building systems and maintenance operations. Must have the ability to follow established procedures and ensure regulatory compliance; ability to coordinate tasks, manage records, and track multiple assignments; ability to communicate clearly with staff, contractors, and regulatory agencies; and the ability to identify potential environmental or safety concerns and report findings. Must have the ability to establish and maintain effective working relationships with colleagues, administrators, and staff. Must have strong organizational, problem-solving, and documentation skills. Must be skilled in the use of a computer and associated software necessary to perform the job. Must have excellent verbal and written communication skills, and leadership, analytical, reasoning, and organizational skills.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree from an accredited college or university or other closely related fields, plus four (4) years of progressively responsible experience in industrial hygiene / environmental compliance OR must have seven (7) years of experience in conducting industrial hygiene / environmental compliance work, including indoor air quality, asbestos, and lead assessments and inspections. Current licenses to include Commonwealth of Virginia Class VI, or higher, Water Works Operator License, Asbestos Inspector, and Asbestos Management Planner or must be eligible to obtain a license within the first year of employment.

Preferred: Two (2) years of supervisory experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, walking, standing, bending, stooping, grasping, fingering, repetitive motion, reaching, and driving. Occasional crouching and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, extreme vibrations, hazards such as electric current, exposure to chemicals, moving mechanical parts, etc., and/or loud noises. Ability to lift 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license
- Regular and reliable attendance is an essential function of this position.