

JOB TITLE
DIRECTOR
SAFETY AND ENVIRONMENTAL
SERVICES

DIVISION
OPERATIONS SERVICES

REPORTS TO
DIRECTOR FACILITIES AND
ENVIRONMENTAL SERVICES

SALARY SCHEDULE & GRADE
II, GRADE 12

LENGTH OF WORK YEAR
260 DAYS

DATE
JUNE 23, 2014

SCOPE OF RESPONSIBILITIES

Coordinates, plans, evaluates and provides general oversight to the district's environmental services and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety and hazardous materials programs; identifies sources of environmental pollutants and methods for controlling them; works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks; administers district-wide recycling program.

PERFORMANCE RESPONSIBILITIES

1. Plans, inspects, implements, and evaluates efficiency and effectiveness of environmental services and district safety programs including employee safety, pedestrian/vehicular safety and a district-wide recycling program.
2. Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies related to fields of responsibility. Administers Underground Storage Tank (UST) program and heating oil tank activities.
3. Administers and coordinates collection of environmental samples such as dust, gases, vapors, oils and other potentially toxic materials for analysis; keeps various records and log books up-to-date as required. Supervises the management of all tanks for compliance with all regulations.
4. Investigates conditions that may affect employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition.
5. Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues.
6. Administers the Alcohol and Controlled Substance Program.
7. Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel.
8. Responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program.
9. Supervises and evaluates assigned staff.
10. Is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required.
11. Performs other duties as assigned by the Director Facilities and Environmental Services.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, reaching, squatting, crawling, climbing, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in related field
2. Three (3) years successful experience in area of assignment
3. Knowledge of the safety and technical manuals related to area of assignment
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Bachelor's Degree in area of environmental science
2. Successful leadership and supervision experience