



Environmental Specialist 3

Job Code: 459B
Bargaining Unit: PEA
Effective Date: 1/21/2015

Description of Work

General Statement of Duties

Performs responsible professional work serving as the District's senior technical representative on health and safety issues; acting as the owner's representative in implementing and coordinating the activities of environmental and safety projects, often leads the District in areas of regulatory compliance and performs related duties as assigned.

Supervision Received

Works under the general direction of the Environmental Services Manager.

Supervision Exercised

May coordinate the work of trades' workers on projects and of other employees of the department as needed. May direct/coordinate work of others with-in the department.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Works under the direction of the Local Educational Agency (LEA Designated Person); coordinates annual asbestos inspections; prepares documentation. Ensures that required information is published and available at every District location.

Serve as the District's senior technical contact on health and safety issues. Acts as a lead for energy efficiency, indoor air quality, abatement, and environmental health & safety projects and approvals.

Manages multiple vendor contracts and maintains contractor availability for emergencies.

Coordinate and respond to regulatory inspections, notices and/or requests.

Train and provide day to day work coordination of more junior Environmental Specialist(s).

Play a leadership role in effectively planning and driving successful completion of complex and/or cross-functional projects.

Effectively communicate project plan, status and resource requirements to both project teams and upper management.

Create, review and approve SOP's and other departmental procedures.

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Responsibilities (continued)

Provide regulatory input for department construction projects.

Provide appropriate specification sections for environmental work practices such as dust control, hazardous materials notification and disposal issues.

Provide project, department and district guidance and training based on current and emerging regulatory requirements, regulations and processes, and focus on improved regulatory efficiency and effectiveness.

Lead the planning, coordination and preparation of specifications and drawings for complex environmental projects.

Support project development teams for regulatory issues and questions.

Respond to environmental safety questions and concerns from District employees, students, parents and/or the community.

Assess environmental and safety hazards; identify the hazard or if no hazard exists; initiate the necessary steps to remediate the hazard consulting with management as necessary; informs others about how to respond to a hazardous situation; plan for the prevention of hazards.

Perform in-depth inspections of suspected environmental hazards, requiring the use of safety equipment on occasion; performs chemical inventories.

Estimate anticipated expenses for use in developing annual health and safety budgets, particularly as they relate to the health and safety levy and alternative bonding expenditures. Prepare and submit for payment funding requests with the MDE. Coordinate and work with leadership on funding needs for ESH activities.

Act as the District's representative in the implementation and activities of environmental projects (e.g., asbestos, lead, mercury remediation and similar projects); develop change orders as necessary; develop related reports and process the paperwork for recordkeeping and payment as necessary.

Address environmental safety concerns with District staff and outside consultants to ensure that regulations are met; monitor construction to identify and correct health and safety problems

Maintains current knowledge of regulations; ensures District safety programs are updated to comply with new regulations; and ensures that properly accredited/licensed staff performs work.

Develop and coordinate computer-based safety training programs; deliver in-person training as necessary.

In the absence of the Manager, will be responsible for these duties. Point of contact for some regulatory agencies as assigned by Manager. May negotiate directly with the EPA and other regulatory agencies as needed.

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Responsibilities (continued)

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of environmental health laws, ordinances, standards and regulations including, but not limited to, Asbestos Hazard Emergency Response (AHERA), Employee Right to Know, Occupational Safety and Health (OSHA), and related legislation.

Considerable knowledge of chemistry and related areas of the basic sciences.

Considerable knowledge of facility mechanical, structural, electrical and architectural systems and their interactions.

Considerable knowledge of district policies, procedures and practices.

Working knowledge of computer software packages utilized in performing environmental health and safety work, training and maintaining records.

Considerable skill in performing environmental and safety assessments.

Considerable ability to identify safety hazards and propose alternatives for solutions problems, including during the design phase of projects.

Considerable ability to communicate effectively with individuals and groups.

Considerable ability to coordinate multiple activities simultaneously.

Considerable ability to develop and conduct training.

Ability to wear a respirator and the physical ability to access areas that may contain environmental health and safety hazards, including damp, dimly lit, confined or other areas containing similar hazards.

Ability to be detail orientated and accurately record safety related work.

Ability to communicate effectively orally and in writing.

Ability to coordinate multiple activities simultaneously.

Ability to develop and conduct training.

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Knowledge, Skills and Abilities (continued)

Ability to work with a wide variety of people in a wide range of locations and situations.

Ability to react and respond to unpredictable situations and emergencies

Ability to provide leadership across the district at the program level on all health and safety aspects of the District.

Ability to participate in and help define the mission, vision, and values of the department.

Minimum Qualifications

Bachelor's degree in chemistry, biology, environmental health or a related field and 5 or more years of professional-level work experience detecting, assessing and eliminating environmental health and safety hazards or coordinating energy efficiency or sustainability programs. Must hold current Minnesota certification as an asbestos inspector/management planner, hazardous materials manager, lead inspector/risk assessor and indoor air quality certification and maintain those certifications required by the position.

Preferred Qualifications

Previous experience working with data tracking systems, and implementing safety plans to achieve long term goals.

Graduate Degree in environmental or health related field.

Masters Degree in business, operations or industrial management, environmental science, or a related field.

Understanding of and ability to read construction specifications and drawings.

Ability to create policies, procedures and/or programs encompassing District and regulatory requirements

In addition to the 5 years of experience in health and safety, 5 or more years of environmental health and safety work in an educational setting.