



Environmental Specialist 1

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

Description of Work

General Statement of Duties

Performs responsible professional work involved in environmental, safety and health program development and implementation; applies department goals and interpretations of environmental health and safety regulations and performs related duties as assigned.

Supervision Received

Works under the general, technical and administrative supervision of the Environmental Services Manager.

Supervision Exercised

None.

Responsibilities

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

In cooperation with senior staff assess environmental and safety hazards; determine if a hazard; consulting with management as necessary; informs others of findings related to the hazards and implements the departmental recommendation.

Assist in inspections of suspected environmental hazards, requiring the use of safety equipment on occasion.

Assist in the preparation of environmental grant proposals and applications; prepare periodic reports to funding agencies as required.

Develop reports and presentations to communicate the effectiveness of the Environmental Services group.

Coordinate and create public outreach materials, such as brochures and websites, to communicate environmental services issues, procedures, objectives, and/or results.

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Responsibilities (continued)

Assist in the performance of regular site visits conducting a variety of Health and Safety activities including but not limited to samplings, hazard investigations, fact finding investigations, and construction and environmental safety project observations.

Maintain current knowledge of regulations and assist in the review and preparation of District safety programs.

Develop and maintain training records, documentation, and participate in the development of training systems.

Conduct training events and deliver in-person training as necessary.

Communicate orally and in writing with peers, building staff and administration, and parents related to addressing concerns and actual hazards.

Conduct indoor air quality assessments and other environmental testing and/or monitoring as required under direction of senior staff.

Assist in the management of vendor contracts for district wide health and safety programs.

Adhere 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.

Develop 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.

Research subject matter to understand how to identify, handle and remediate suspect hazards.

Draft procedures and reports as requested and/or required.

Document and maintain required health and safety data records in departmental database(s) as required.

Perform other related duties as assigned.

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Knowledge, Skills and Abilities

Working knowledge of safety hazards and the ability to propose alternatives for solutions.

Working knowledge of chemistry, biological sciences and or related areas of the basic sciences.

Working knowledge of sustainable 'green' practices.

Working knowledge of environmental health and safety rules and regulations.

Considerable skill in utilizing computer systems in the performance of job responsibilities.

Considerable skill in data management, recordkeeping, research, analysis and reporting

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

Working ability to evaluate information and prepare recommendations.

Working ability to coordinate multiple activities simultaneously.

Working ability to conduct training.

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

Working ability to react and respond to unpredictable situations and emergencies

Minimum Qualifications

Bachelor's degree in chemistry, biology, environmental health or a related field or five of specific environmental health and safety work.

Preferred Qualifications

One year of professional-level work experience detecting, assessing and eliminating environmental health and safety hazards.