



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR ENVIRONMENTAL
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II / GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8612
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Coordinates the recycling program and monitors environmental compliance for all District facilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and monitors a districtwide recycling program
Maintains relations with regulatory local, state, and federal agencies on environmental compliance issues and permits (including air pollution, chemicals, underground tanks, etc.)
Coordinates the chemical pick-up and environmental response program and contractor
Implements the indoor air quality response program and laboratory contractor
Oversees and monitors the integrated pest control program, licensed pest control employees, and termite control service
Coordinates the underground tank upgrade and closure program
Coordinates the lead and radon testing program
Plans and designs programs and performs training on Hazard Communication, Chemical Hygiene, and Indoor Air Quality, etc. as required
Prepares all paperwork, record keeping, etc. to remain in compliance with applicable regulations, codes, etc.
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. 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.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Possess knowledge of local, state, and federal regulations and guidelines pertaining to waste disposal
Knowledge of training necessary to carry out seminars regarding recycling
Possess instructional skills necessary to conduct large scale recycling seminars/in-service
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
B.S. Degree in Health/Safety Management

Experience in a diverse workplace