



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

JOB TITLE:	DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8454
BARGAINING UNIT:	CLAS

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 & EVALUATION CRITERIA

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

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

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

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

Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues

Administers the Alcohol and Controlled Substance Program

Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel

Assumes responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program

Evaluates staff as assigned

Stays current and is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required

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 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
Bachelor's Degree in related field
Three (3) years of successful experience in area of assignment
Licensed in pest control and water treatment operation
Knowledge of the safety and technical manuals related to area of assignment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in area of environmental science
Successful leadership and supervision experience
Experience in a diverse workplace