



REVISED: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR FACILITIES ENVIRONMENTAL HEALTH AND SAFETY SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8454
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides overall leadership and direction for the environmental health and safety of all JCPS facilities including safety inspections, OSHA/EPA compliance, campus safety, custodial housekeeping services in support of the school District's mission.

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

Coordinates, plans, evaluates and provides general oversight to the District's environmental health and safety services, and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety, and hazardous materials programs

Oversees the centralized management of district-wide housekeeping and custodial services of the district

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

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

Oversees the JCPS Contractor Badging Program and supports the Employee Badging 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

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

Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources

Directs the preparation and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards
Oversees professional training programs, to include custodial in-service and seminars for plant operators, plant operator trainees, night leads, custodians and substitute custodians
Oversees bid specifications and evaluation programs for selection of quality custodial supplies and equipment
Oversees the production of professional training films, instructional programs, housekeeping manual
Reviews the quarterly evaluations of housekeeping services at each facility
Administers district-wide recycling program
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned

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