



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

JOB TITLE:	COORDINATOR ENVIRONMENTAL
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II / GRADE 7
WORK YEAR:	260 DAYS
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