

## JOB DESCRIPTION

TITLE                      MANAGER, ENVIRONMENTAL SAFETY

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Environmental Science, Natural Sciences, Chemistry, Biology, Geology, or other related discipline; or one to two years related experience and/or training in environmental assessment and oversight; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO              Director of Security and Environmental Health

#### GENERAL RESPONSIBILITIES

1. Interprets, applies, and enforces School Board policies related to air quality issues and recycling programs at District facilities.
2. Interprets, applies, and enforces School Board policies related to maintaining EPA water quality standards for our District facilities.
3. Interprets, applies and enforces School Board policies related to maintaining EPA safety standards regarding above ground fuel storage tanks maintained at District facilities.

#### SPECIFIC RESPONSIBILITIES

1. Reviews construction plans and specifications to ensure air quality needs are addressed.
2. Interprets, applies, and enforces District policies and procedures established for maintaining proper quality of indoor air throughout District facilities.
3. Interprets, applies, and enforces District policies and procedures established for dealing with environmental contamination or hazardous materials that might arise in District facilities.
4. Interprets, applies, and enforces District policies and procedures established for control of biological materials through District facilities.
5. Develops and maintains management information systems which identify the location of hazardous materials in all facilities.
6. Updates and delivers employee training programs related to hazardous materials and waste.
7. Supervises work of outside contractors involved in removing or testing hazardous materials.
8. Interprets, applies, and enforces District policies and procedures established for dealing with environmental contamination or hazardous materials that might arise in District facilities.
9. Coordinates with the Director of Maintenance to insure that proper temperature and humidity controls are in place and operational throughout District facilities.

10. Reviews plans for remediation of facilities relative to indoor air quality with the Director of Maintenance and coordinates appropriate follow-up testing with the District's consultant.
11. Schedules fuel tank inspections, monitoring and/or removal program in accordance with state and federal regulations.
12. Implements procedures for the proper storage, use, collection and disposal of hazardous chemicals and toxic materials.
13. Interprets, applies and enforces School Board policies related to maintaining EPA water quality standards for our District facilities.
14. Interprets, applies and enforces School Board policies related to maintaining EPA safety standards regarding above ground fuel storage tanks maintained at District facilities.
15. Works with the Florida Department of Environmental Protection, (FDEP) with regards to maintaining water quality standards and above ground fuel storage tank safety in accordance with state and federal regulations.
16. Organizes and conducts self-inspections of District facilities, in coordination with the FDEP.
17. Keeps informed of current and proposed regulations related to program areas assigned.
18. Assists with the District hurricane preparedness program.
19. Works with the Health Inspectors.
20. Performs other duties as assigned.