

Job Description

Job Title: Supervisor of Safety & Environment

Position Code: 1E17 or AE17

Job Classification: Exempt

Supervisor: Executive Director, Plant Services

Pay Grade: 42

Contract Length: 245 Days

Job Summary

Position is responsible for ensuring continual compliance with all local, state, and federal codes related to building accessibility, health, safety and environmental quality matters. Designs and implements environmental health and safety programs to provide for the safety of the students, staff, administration, and faculty of the school division. Acts as the central resource for environmental health and safety questions or concerns, including safe storage, handling and disposal of hazardous materials (HAZMAT) and industrial safety

Essential Duties

1. Serves as the school division's Local Education Authority for asbestos. Oversees the contract and performance of licensed abatement contractors.
2. Monitors the introduction of HAZMAT into the school division, coordinates the disposal of HAZMAT generated by the school division, and keeps accurate, detailed and complete records. Coordinates with end-users of HAZMAT as to safe handling, storage and disposal of hazardous and non-hazardous materials on an on-going basis.
3. Serves as a liaison with appropriate governmental agencies regarding health and safety matters as they apply to all buildings and personnel within the school division.
4. Ensures that the indoor air quality of all buildings is within ASHRAE standards.
5. Serves as coordinator of all building safety committees and safety drills such as fire and tornado drills.
6. Acts as contract manager for all vendors hired to address issues falling within areas of responsibility.
7. Maintains baseline for all storm water-related activities. Oversees school division compliance with Chesapeake Bay Preservation Act run-off requirements. Interfaces with various city and state agencies. Oversees the maintenance of all storm water control structures and hardscapes within the school division.
8. Tests, or arranges for testing, for identifying potentially hazardous situations or the presence of hazards both before and after remediation if needed.
9. Researches and reviews current and pending legislation for applicability to the school division, and clarifies the extent to which that legislation covers the school division.
10. Conducts any training relevant to the areas of responsibility.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Executive Director, Plant Services or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications

Must possess a Bachelor's degree in facility engineering, industrial safety/hygiene, engineering technology, or a related field and considerable experience in facility engineering or industrial hygiene; or equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess or obtain Supervisor asbestos licenses within a year of hire date.. Knowledge of federal, state, and local laws, regulations and issues associated with occupational and workplace safety, construction, environmental issues and occupancy

of buildings. Knowledge and demonstrated understanding of applicable codes to include ADA, AHERA EPA, IBC, NEC, and ASHRAE. Extensive experience in personnel, facilities and equipment operation safety training preferred. Ability to execute ideas and concepts to meet the school division's goals and objectives. Ability to communicate in the English language with others in individual or group setting in person or by telephone. Ability to work cooperatively with other school division employees and the public. Ability to produce written documents in the English language reflecting clearly organized thoughts using proper sentence construction, punctuation, and grammar. Ability to enter data into a computer terminal, PC, or other device.

Working Conditions & Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

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. Duties are normally performed in inside and outside. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Executive Director, Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Environmental Safety will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print) _____ Signature _____ Date _____

Revised 03/2020 CR