



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

## **JOB DESCRIPTION**

**ASSIGNMENT TITLE:**

Environmental Compliance and Safety Coordinator

**DEPARTMENT:**

School Operations and Maintenance

**EMPLOYMENT TERM:**

12 Months

**GRADE:**

G-214

**REPORTS TO:** Director, School Operations/Maintenance

**SUPERVISES:** None

### **JOB SUMMARY**

Responsible for ensuring continual compliance with all local, state, and federal codes related to building accessibility, health, safety and environmental quality matters.

### **ESSENTIAL DUTIES**

1. Provides administrative oversight and coordinates contract performance for pest control services. Receives work order requests and coordinates after hour service and special treatments with school administrative employees. Reviews contract service logs and material safety data sheets information. Maintains communication with school administrators concerning contract performance, scheduling and potential health related concerns. Reviews and approves financial records.
2. Maintains records of all work orders, inspections and actions related to indoor air quality (IAQ) concerns, including photographic images, communication with administrators, employee comments and general assessments.
3. Provides administrative oversight and coordinates contract performance of fire extinguisher inspections and service. Monitors annual inspections. Maintains inventory records and locations of critical fire suppression equipment. Coordinates inspections and replacement with various schools and departments including department vehicles.
4. Serves as Hampton City Schools' Local Education Agency (LEA) and Management Planner for asbestos compliance. Ensures compliance with Asbestos Hazard Emergency Response Act and related Environmental Protection Agency/Federal regulations including, but not limited to, recordkeeping for employee training, periodic inspections, three-year inspections, bulk/air sampling reports and notifications of abatement projects.

5. Provides administrative oversight and monitors performance of contracted electronic security monitoring, repairs and inspections. Maintains records for service calls, alarm activations and annual inspections. Reviews and approves financial records.
6. Serves as the Hampton City Schools representative for the Virginia State Apprenticeship Program. Maintains curriculum and state requirements for a five-year program for various trades within the department. Responsible for apprentice class registrations, tuition payment and recordkeeping for class attendance and grades.
7. Initiates Occupational Safety and Health Administration (OSHA) training and presentations for departmental employees. Maintains records for employee training, accidents and expenditures.
8. Serves as Hampton City Schools' point of contact for scheduling and maintenance of solid waste dumpsters. Coordinates with the City of Hampton to provide recycling containers. Inspects, where applicable, contract equipment, health code compliance, and service schedules.

<b>JOB SPECIFICATIONS</b>
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**Education**

Bachelor's degree in industrial safety or related field.

**License**

Valid driver's license. Asbestos Inspector-Management Planner license. LEA certification. Virginia Pesticide Applicator certificate, categories 3B, 7A, 7B.

**Experience**

3 years environmental compliance or contract administration experience.

**Essential Technical/Motor Skills**

Ability to manipulate controls necessary to safely drive and operate a motor vehicle to include foot pedals, steering wheel, etc. Ability to manipulate computer hardware, software, and general office equipment. Ability to manipulate basic hand tools and air quality index and moisture meters.

**Interpersonal Skills**

Ability to positively interact and communicate effectively, both orally and in writing, with vendors, management, co-workers, and other Hampton City Schools employees.

**Essential Physical Requirements**

Ability to stand for long periods of time. Ability to travel to and from Hampton City Schools facilities. Standing, twisting, turning, pushing, pulling, bending, crawling, crouching, stooping, kneeling, and climbing stairs or ladders may be required while inspecting buildings and equipment.

**Essential Cognitive Skills**

Ability to organize and prioritize work. Working knowledge of required OSHA training programs. Working knowledge of NFPA and International Codes relative to fire suppression systems. Working knowledge of EPA protocol for IAQ inspections and remediation. Knowledge

of federal, state, and local laws, regulations and issues associated with safety, construction and occupancy of buildings.

**Essential Sensory Requirements**

Ability to visually assess conditions in Hampton City Schools facilities to ensure student and staff safety. Ability to speak in audible tones to Hampton City Schools employees and students to notify them of possible hazards. Ability to communicate via e-mail or telephone to a variety of groups.

**Working Conditions**

Exposure to all weather conditions while working outdoors near trailers and portable classrooms. Exposure to chemicals, solvents, and other hazardous materials. May be required to work evenings and weekends as needed to open, close and secure buildings.

<b>DATES</b>		
<b>Created:</b> December 2012	<b>Last Reviewed:</b>	<b>Last Modified:</b>