

## VISTA UNIFIED SCHOOL DISTRICT

**CLASS TITLE: SAFETY AND ENVIRONMENTAL MANAGER**

### **BASIC FUNCTION:**

Under direction of the Assistant Superintendent, Business Services, plan, organize and coordinate programs related to the District's safety and environmental projects and programs; organizing and managing the District's disaster preparedness plan; provide training to district staff as needed; inspecting district facilities and grounds to assure compliance with established safety and environmental rules and regulations; addressing immediate operations and/or safety concerns; complying with Federal, State, and local safety regulations and Board of Trustees policies; perform related work as assigned.

### **REPRESENTATIVE DUTIES:**

Directs and coordinates the District's environmental and safety programs; works with district administration to establish, maintain, and provide district wide training for the comprehensive disaster preparedness plan. E

Develops and coordinates emergency preparedness and disaster plans; analyzes site disaster drills and emergency response plans. E

Develops, implements, and evaluates programs relating to: loss control, cost containment and health and safety programs relating to fire, student, public, occupational, and physical plant safety. E

Develops, maintains and monitors the implementation of all federal, state, and local safety compliance programs. E

Coordinate safety meetings for employee groups of the district as directed. E

Directs and participates in site/facility inspections, including (but not limited to ): accident/injury investigations; Is responsible for all annual William site inspections and reporting of same to appropriate agencies and for completion of School Accountability Report Cards (SARCs).

Collects and analyzes data in order to determine preventive measures.

Develop and recommend appropriate actions with respect to removal or encapsulation of hazardous materials and the removal of an unsafe condition.

Develops, prepares, maintains hazardous materials business plan certifications and processes reports to Department of Environmental Health.

Serves as liaison to outside environmental, health and safety regulatory agencies (e.g. asbestos hazard emergency response, local fire and police departments, OSHA, EPA, Department of

## Safety and Environmental Manager

Environmental Health Hazardous Materials Division, etc.) for the purpose of exchanging information, coordinating activities and/or resolving regulatory issues and concerns.

Operates and maintains records for school hazardous waste collection, consolidation, and deposit at an accumulation facility.

Oversees the District fire extinguisher, respiratory protection, and compliance inspection programs; responds to emergency situations as needed/assigned for the purpose of resolving immediate safety concerns.

Coordinates and ensure that all applicable licenses or certifications are up to date for District staff pesticide applicators and recommend training programs to maintain licenses/certifications.

Review and updates the District's environmental, health and safety policies, procedures and programs.

Provides consultation to school sites/departments on safety programs.

Responds to emergency safety events including toxic spills/releases.

Ensures proper handling/storage/disposal of all toxic chemicals throughout the District.

Insures work orders/contacts necessary individuals to mitigate safety hazards.

Interpret fire, occupational health and safety, and industrial safety codes and regulations.

Package toxic/explosive materials, arrange for pickup/disposal, and prepare manifests of items.

Maintain a variety of safety records including OSHA, EPA, AHERA and prepare reports.

Prepares materials in written and electronic formats (e.g. reports, brochures, memos, letters, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Conducts meetings (e.g. safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Perform basic math, including calculations using fractions, percents, and or ratios;

Read technical information

Compose a variety of documents, and/or facilitate group discussions

## Safety and Environmental Manager

Solve practical problems

Relevant local, state and federal regulations

Principles of program administration and evaluation

Principles and practices used in the detection, identification, containment and removal of hazardous materials

Principles of environmental management and occupational safety management

Principles of health & safety regulations, safety practices and procedures

### **ABILITY TO:**

Schedule Activities, meetings and/or events

Gather, collate, and/or classify data and use job-related equipment

Independently work with others in a wide variety of circumstances

Work with a diversity of individuals and/or groups

Work with data utilizing defined processes

Operate equipment using standardized methods

Problem solve with data requiring independent interpretation of guidelines

Adapt to changing work priorities

Communicating with diverse groups

Maintain confidentiality

Meet deadlines and schedules

### **EDUCATION AND EXPERIENCE:**

Equivalent to graduation from a recognized four-year college or university with a major in industrial hygiene, occupational safety and health or other related field; three (3) years increasingly responsible experience working with environmental, health, and safety and security programs and identification and removal of hazardous materials.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and meet/maintain District requirements for an acceptable safe driving record;.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor such as offices and classrooms.

Outdoor such as school sites.

Frequently work in inclement weather or under other adverse conditions such as tight spaces, dust, and working with protective clothing, etc.

Driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Able to ascend and descend ladders, stairs, scaffolding, and ramps to perform inspections and take samples.

## Safety and Environmental Manager

Able to stoop, kneel, crouch and crawl through attics, under floorings and similar spaces.

Hearing and speaking to exchange information and make presentations.

Bending at the waist, kneeling or crouching to perform inspections.

Seeing to read a variety of materials and perform inspections.

Dexterity of hands and fingers to operate a computer keyboard.

Walking to inspect sites.

Sitting or standing for extended periods of time.

### HAZARDS:

Exposure to chemicals.

Hazardous situations.

Approved Personnel Commission June 19, 2012