

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Environmental Health and Safety Program Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Auxiliary Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	052 AASD Supervisors'
REVISED:	November 27, 2012		

BASIC FUNCTION:

Plan, develop, and coordinate the implementation of district-wide environmental health and safety programs in accordance with federal, state, and local regulations and Board of Education policies; supervise the functions of environmental health and safety, energy/utilities and rubbish and recycling staff to ensure the district's compliance with, polices, procedures and environmental health and safety regulations.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

E = Essential Functions

Plan, develop, and coordinate the implementation of district-wide environmental health and safety programs in accordance with federal, state, and local agencies and Board of Education policies. **E**

Supervise the functions of environmental health and safety, energy/utilities and rubbish and recycling staff to ensure the district's compliance with, polices, procedures and environmental health and safety regulations. **E**

Conduct site inspections and field investigations in a variety of district environments; recommend corrective and preventive measures. **E**

Supervise an environmental health and safety staff to support site management of hazardous materials. **E**

Develop, implement, and present cost effective environmental health and safety education programs to create and maintain an active interest in accident prevention by all district staff and pupils. **E**

Recommend policies, develop procedures and manuals, and write bulletins and other motivational materials for use in safety programs. **E**

Maintain and monitor the budget for environmental health and safety office functions. **E**

Review and critique site disaster drills. **E**

Supervise and maintain liaisons with numerous federal, state, and local agencies concerning occupational safety and health, environmental health issues, safe routes to schools, fire protection and emergency preparedness, and code compliance. **E**

Stay updated on changes in codes and regulations affecting safety, hazardous materials, hazardous waste, operational storm water management and industrial hygiene and arrange for necessary permits. **E**

Maintain compliance records in accordance with applicable codes and regulations. **E**

Survey accident trends, analyze statistical data, and report findings through use of software applications related to assigned function. **E**

Review equipment specifications and advise staff on appropriate types of safety materials, equipment, appliances, and chemicals. **E**

Represent the District in enforcement actions taken by regulatory agencies. **E**

Respond to requests for information from parents, community, and district staff on district environmental health and safety programs. **E**

Prepare a variety of reports for district staff and governmental agencies. **E**

Respond to after-hours emergency calls; communicate with site administrators, other staff, Maintenance and Operations Department staff, contractors, consultants, public agencies, and the general public. **E**

Enter buildings damaged by fire and/or flood as necessary. **E**

Train, supervise, and evaluate the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in industrial hygiene, occupational safety engineering, or other appropriate field and four years of recent, progressively responsible, directly related experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private automobile (mileage expense allowance provided).

Possession of or the ability to obtain within six months a California Occupational Safety and Health Administration (Cal-OSHA) Certificate.

Possession of or the ability to obtain within six months a General Industry Safety Orders (GISO) Certificate.

Possession of or the ability to obtain within six months a Construction Industry Safety Orders (CISO) Certificate.

Possession of or the ability to obtain within six months the Hazmat First Responder or 40 hour Hazwoper Certificate.

Possession of or the ability to obtain within six months the California Hazardous Waste Management Certificate.

KNOWLEDGE AND ABILITIES:

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Modern health, safety and industrial hygiene codes and regulations.
Technical aspects of field of specialty.
Indoor air quality standards and best management practices.
Environmental sampling methodology and interpretation of results.
Fire and electrical codes.
Modern emergency preparedness practices and procedures.
Reading and writing English communication skills.

ABILITY TO:

Develop safety education programs.
Conduct safety investigations and make recommendations on preventive or corrective actions.
Operate standard office equipment including microcomputers and related software applications.
Prepare reports and analyze statistical data.
Communicate effectively orally and in writing.
Operate and calibrate temperature gauges, noise level meters, moisture meters and other sampling equipment.
Conduct oral presentations to large groups using software applications and audiovisual equipment.
Establish and maintain effective working relationships with the public and all levels of staff.
Plan and organize work.
Meet schedules and time lines.
Train, supervise, and evaluate the work of others.
Maintain records.
Read, interpret, apply, and explain rules, regulations, codes, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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