

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Manager, Environmental Health and Safety	REPORTS TO:	Director, Insurance and Risk Services
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	028 AASD
ISSUED:	June 26, 2007		

BASIC FUNCTION:

Plan, organize, control, and manage the district's Environmental Health and Safety Programs, including hazardous materials handling; oversee the district's compliance with environmental safety and health 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 principal job elements.)

E = Essential Functions

Plan, coordinate, implement, and manage the district's Environmental Health and Safety Programs. *E*

Support, supervise, verify, document, and report to the appropriate agency all actions taken to return to compliance following any inspection. *E*

Coordinate district compliance with enforcement agencies, including Cal/OSHA and the San Diego County Department of Environmental Health. *E*

Coordinate corrective action with school sites and departments. *E*

Oversee the management of hazardous materials; select vendors to analyze, collect, and support site management of hazardous materials. *E*

Coordinate district compliance with legal requirements pertaining to industrial hygiene and hazardous waste. *E*

Receive and evaluate complaints regarding safety hazards and environmental conditions; work with site administrators, staff, parents and the public to resolve health and safety issues. *E*

Conduct site inspections and field investigations in a variety of environments; provide 24-hour emergency response. *E*

Provide district-wide environmental health and safety training. *E*

Assist in establishing objectives, guidelines, and procedures relative to applicable laws, codes, rules, and regulations. *E*

Interpret safety and occupational health legislation and recommend implementation of related procedures. *E*

Develop, plan, organize, and implement long and short-range program activities designed to move district toward meeting goals. *E*

Provide technical expertise, information and assistance to the Director, Insurance and Risk Management, regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Director, Insurance and Risk Management, of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Develop, prepare, analyze, and review program budget and financial data; control and authorize expenditures in accordance with established limitations. *E*

Communicate with other administrators, personnel, and outside organizations to design and develop effective activities and programs, resolve issues and conflicts, and exchange information. *E*

Respond to questions from parents, community, and district staff related to assigned programs. *E*

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

Operate a computer and assigned software programs. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education, training and/or experience equivalent to a bachelor's degree with a major in industrial or environmental engineering, industrial hygiene or related field and four years of progressively responsible experience in the environmental health and safety field, including at least three years supervisory experience in developing and implementing or coordinating an environmental health, accident prevention, and hazardous waste program for a large private or public organization. A master's degree is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Certification by the American Board of Industrial Hygiene as a Certified Industrial Hygienist (C.I.H.)
Ability to pass a medical examination for the use of a negative pressure respirator.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of safety engineering and hazardous materials management.
Safety and environmental health regulations applicable to district employees and students.
Construction maintenance and environmental hazards found in a large public school system.
Accident prevention program concepts and implementation.
Disaster plan design and implementation.
Methods of environmental sampling and interpretation.
Mathematical computations.
Operation of a computer and applicable software.
Budget preparation and control.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of administration, supervision, and training.
Oral and written communication skills.

ABILITY TO:

Estimate project requirements and organize resources to meet goals and deadlines.
Read blueprints, architectural drawings, and other plans.
Recognize physical symptoms of occupational injury and illness.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan, organize, and manage work.
Maintain records and prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving to conduct work; exposure to blood borne pathogens, fumes, dust, odors, grease, chemicals, and gases; may be required to use a negative pressure respirator.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, crawling, and bending to access confined spaces; reaching overhead, above the shoulders and horizontally, and climbing ladders to conduct inspections; occasional pushing, pulling, and lifting of moderately heavy objects.

Job Code 1602
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