

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/15	<b>ENVIRONMENTAL HEALTH SPECIALIST</b>	2.4.5
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing duties in the environmental and safety areas such as inspections of District facilities, interpretation of and compliance with state, federal and local regulations and in developing and implementing procedures and methods to achieve District environmental and safety goals.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Risk Manager, Superintendent, or Assistant Superintendent. Method of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice and decisions. Work is reviewed occasionally while in progress and upon completion.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Acting as a resource and making recommendations to District administrators on environmental issues, i.e. indoor air quality, hazardous materials, underground storage tanks, lead, radon, electromagnetic fields, asbestos, PCB's, etc.

Working with District staff, contractors and architects to design new facilities and remodels of existing facilities to create healthy and safe environments.

Conducting investigations of environmental concerns, including gathering and analysis of data, development of and implementation of solutions and development and delivery of reports to diverse populations.

Coordinating outside consultants as necessary.

Providing expertise in water testing (sampling for lead, E-coli, etc.) and indoor air quality by performing the proper testing and monitoring procedures.

Providing reports to regulatory agencies as needed.

Coordinating the collection and disposal of the District's recyclable and hazardous wastes.

Developing and conducting Risk Management training programs, including environmental safety, indoor air quality, hazardous materials, lead awareness training, and hazard communication training for District employees.

Salem-Keizer Public Schools  
Environmental Safety Specialist (continued)

Conducting annual survey and inventory of hazardous substances for hazard communication program and state Fire Marshal's office.

Compiling, analyzing and evaluating environmental and safety information and statistics for various District risk management programs and reports.

Reviewing and analyzing state, federal and local legislation to ensure District compliance.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignments.

**Minimum Qualifications**

**Knowledge of:**

Indoor air quality, water quality and hazardous material issues affecting schools

Indoor air quality, water quality and hazardous material (including asbestos) testing and analysis; UST compliance

Hazardous material, indoor air quality and water quality regulations under EPA, DEQ, OSHA and other regulatory agencies

AHERA guidelines for asbestos in schools

Hazard communication law and procedures

Principles and practices of risk management

Modern office practices, procedures and computer equipment

**Ability to:**

Independently plan and effectively fulfill responsibilities of assigned area of work

Interpret and explain policies, practices, laws, codes and procedures for others

Communicate technical concepts and information to non-technical people

Prepare technical reports and correspondence

Perform various industrial hygiene tasks, i.e. air testing for indoor air quality issues, tape lifts, etc.

Respond quickly and remain on-call for emergency situations

Collect appropriate samples for testing air, water, asbestos and hazardous materials

Represent the District at public and legal hearings

Salem-Keizer Public Schools  
Environmental Safety Specialist (continued)

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

**Experience and Training**

A combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Five years of responsible environmental, safety and risk management experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in industrial hygiene, safety, risk management, environmental science or related fields.

**Work Environment:**

Work is conducted both indoors and outdoors with considerable fieldwork and frequent travel. Frequently must climb on rooftops, crawl in attic spaces and under buildings. Exposure to noise levels ranging from moderate to very loud. While conducting fieldwork, employee may be exposed to inclement weather conditions or exposure to health and accident hazards.

Moderate level of contact with district personnel and even higher level of contact with outside agencies/community.

**Physical Requirements:**

Frequent talking, hearing, reaching, walking, climbing, bending, twisting. Occasional crouching and crawling. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and by telephone or radio.

Strength: Light/Medium – Exert force to 35 pounds occasionally and/or 25 pounds of force frequently to move objects. May involve significant stand/walk/carry/push/pull.

Salem-Keizer School District is an equal opportunity employer.

Position: Environmental Safety Specialist

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_