

## MARION COUNTY JOB DESCRIPTION

Position Title:	Chemical Hygiene Officer		
Department:	District Wide		
Reports To:	High School Principal/ Superintendent		
Approved By:	Marion County Board of Education	Date:	December 2010

### **SUMMARY OF RESPONSIBILITY:**

The Chemical Hygiene Officer (CHO) position is required by the OSHA Standard 29 CFR Part 1910.1450 – Occupational Exposure to Hazardous Chemicals in Laboratories. This position requires an expertise in OSHA law and chemical safety. The following responsibilities are required by the Standard. The position of CHO requires periodic review of federal regulations and state requirements, in addition to the responsibilities listed below.

### **RELATIONSHIP WITHIN THE SCHOOL ORGANIZATION:**

The Chemical Hygiene Officer shall be directly responsible to the Superintendent of Marion County Public Schools and shall work with the Principals and Director of Facilities when performing CHO advisor function(s) within the schools.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Chemical Hygiene Officer (CHO) shall:

- Administer the Chemical Hygiene Plan (CHP).
- Assist in the development of Standard Operating Procedures (SOP).
- Conduct the training of certified staff (this includes any teacher that uses chemicals in their classrooms), classified staff (any employee that works in the classroom or works with custodial chemicals, and other personnel deemed necessary by the superintendent).
- Establish general laboratory rules and procedures for the schools in the district.
- Oversee and arrange monitoring of worker exposures to hazardous materials, on an as needed basis.
- Review Material Safety Data Sheets (MSDS) for adequacy and compliance with OSHA Hazard Communications Standard 29 CFR 1910.1200.
- Ensure that MSDS's and other required information (such as labeling and storage procedures) are available to employees.
- Biannually inspect the laboratories, custodial storage areas, and kitchens for compliance with the CHP.
- Evaluate the adequacy of personal protective equipment and recommend appropriate changes as necessary.
- Assist in the preparation of special hazardous operation procedures.
- Review and monitor the disposal of hazardous materials.
- Ensure that medical consultative services are available to those employees requesting or needing such services.

- Annually review the CHP and update as required.
- Maintain appropriate records documenting compliance with the CHP.
- Submit annually a report of services rendered to the Superintendent of Schools.

**SUPERVISORY RESPONSIBILITIES:** None

*QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- Teacher certification in Physical/Chemical Science or related area preferred
- Expertise in OSHA law and chemical safety
- Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret common scientific and technical journals, and legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to write articles for publication that conform to prescribed style and format
- Ability to effectively present information to administrators, public groups/community and Board of Education.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**OTHER SKILLS and ABILITIES:**

- Ability to apply knowledge of current research and theory in specific field
- Ability to establish and maintain effective working relationships with students, staff and the school community

- Ability to speak clearly and concisely both in oral and written communication
- Ability to perform duties with awareness of all district requirements and Board of Education policies

**TERMS OF EMPLOYMENT:**

Stipend to be established by the Marion County Board of Education

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is continuously standing or walking; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this position varies. When visiting a building the noise level may be loud, in the office, quiet, and at meetings moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned.*