

MODESTO CITY SCHOOLS

JOB DESCRIPTION

MANAGER-ENVIRONMENTAL HEALTH AND SAFETY

DEFINITION:

Under the direction of the Senior Director-Maintenance and Operations, plan, organize and direct District environmental health and safety procedures, programs and standards; assure District compliance with applicable codes, laws, rules and regulations; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the development of employee safety and environmental protection programs in accordance with District policies and State, local and federal codes.
- Provide regulatory and operational training for administrators, classified and certificated staff and students.
- Conduct reviews of site chemicals and implement changes as required; direct hazardous waste removal.
- Develop and maintain a program of periodic regulatory inspection of buildings and grounds to assure compliance with health and safety standards.
- Collaborate in the development of plans for improvements, modifications, site development and construction.
- Update and implement Risk Management manual programs; develop and implement loss control procedures to activities pertaining to environmental health and safety.
- Develop plans, procure bids, manage personnel and provide direction for maintenance projects.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in environmental science, business administration or related field and five years risk management or environmental safety experience.

Licenses and other Requirements

- Valid Healthy Schools Act Certification.
- Valid ADHERA Certification.
- Valid California Class C driver's license.

- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Management of an environmental health and safety program.
- Laws, codes, rules and regulations pertaining to preserving environmental integrity of District facilities and property.
- Environmental risks and hazards present at District sites and appropriate preventive measures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.

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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Walking to conduct inspections.
- Sitting and standing for extended periods of time.
- Bending, kneeling and crouching to inspect facilities.
- Climbing to inspect rooftops.

Hazards:

- Working at heights.
- Exposure to chemicals during chemical surveys.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 11/7/14

Board Approved: 12/8/14

FLSA Status: Exempt

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