



Environmental Specialist 2

Job Code: 459
Bargaining Unit: PEA
Effective Date: 1/21/2015

Description of Work

General Statement of Duties

Performs responsible professional work involved in environmental, safety and health program development and implementation; interprets environmental health and safety regulations, supports the sustainability and environmentally beneficial practices of the District and performs related duties as assigned.

Supervision Received

Works under the direction of the Environmental Services Manager.

Supervision Exercised

May coordinate the work of trades workers and contractor activities on projects as needed and as provided in the department work plan.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Respond to environmental health and safety questions and concerns from District employees, students, parents and/or the community.

Assess environmental and safety hazards; determine if a hazard exists; initiate the necessary steps to remediate the hazard, consulting with management as necessary; informs others about how to respond to a hazardous situation; plan for the prevention of hazards.

Perform in-depth inspections of suspected environmental hazards, requiring the use of safety equipment on occasion.

Perform regular site visits conducting a variety of Health and Safety activities including but not limited to samplings, hazard investigations, fact finding investigations, and construction and environmental safety project observations.

Communicate with contractors and coordinate contractor activities that have been established by a department manager or senior staff. Implements and tracks contracts for services such as waste collection, recycling, and collection of problem materials.

Maintain current knowledge of regulations; assist in the review and preparation of District safety programs; ensure that properly accredited/licensed staff performs work.

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Responsibilities (continued)

Develop plans to improve efficiency and reduce expenses related to energy, recycling and waste removal; establish, implement, monitor and adjust plans as necessary; prepare related reports and recommendations.

Coordinate with department heads to identify resources available to accomplish the recycling and cost avoidance goals of the District in an effective and efficient manner.

Monitor and evaluate energy efficiency and recycling performance at district sites. Identify sustainable best practices for staff, plan and coordinate initiatives, train and motivate staff as needed.

Coordinate the work of contracted services where applicable.

Develop, program, and implement district protocols for collection of utility consumption and recycling data (including monitoring of fuel oil tanks for consumption tracking).

Organize and monitor utilities consumption data; analyze anomalies in utility consumption and develop recommendations for remediation.

Coordinate/oversee data entry for utility consumption and recycling.

Oversee district wide recycling programs, and ensure that departments and schools are employing recycling in an effective and efficient manner.

Oversee development and promotion of a District-wide sustainable outreach program including website design and maintenance, and various presentations.

Coordinate environmental safety concerns with architects and facilities operations to ensure that regulations are met.

Develop and maintain training records, documentation, and participate in the development of training systems.

Conduct training events, deliver in-person training, and communicate with regulatory and local assistance agencies as necessary.

Communicate orally and in writing with peers, building staff and administration, and parents related to addressing concerns and actual hazards.

Conduct required Asbestos Hazard Emergency Response Act (AHERA) asbestos inspections.

Conduct indoor air quality assessments and other environmental testing and/or monitoring as required.

Assist in the management of vendor contracts for district wide recycling, trash collection, environmental health and safety programs.

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Responsibilities (continued)

Research subject matter to understand how to identify, handle and remediate suspect hazards.

Draft procedures and reports as requested and/or required.

Develop, document and maintain required energy and utility data, health and safety data, and other records in departmental database(s) as required.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of environmental health laws, ordinances, standards and regulations including, but not limited to, Asbestos Hazard Emergency Response (AHERA), Employee Right to Know, Occupational Safety and Health (OSHA), and related legislation.

Considerable ability to identify safety hazards and propose alternatives for solutions.

Considerable ability to properly conduct a risk assessment in order to remediate a known hazard that accounts for both safety and fiscal considerations.

Considerable ability to conduct thorough investigations.

Considerable skill in utilizing computer systems in the performance of job responsibilities.

Considerable skill in data management, recordkeeping, research, analysis and reporting

Ability to be detail orientated and accurately record safety related work.

Ability to communicate effectively orally and in writing, multi-task, and conduct training.

Ability to work with a wide variety of people in a wide range of locations and situations.

Ability to react and respond to unpredictable situations and emergencies

Ability to wear a respirator and the physical ability to access areas that may contain environmental health and safety hazards, including damp, dimly lit, confined or other areas containing similar hazards.

Considerable knowledge of recycling and waste management programs and logistics.

Considerable knowledge of sustainable building rating systems (LEED, Energy Star, Green Globes).

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Knowledge, Skills and Abilities (continued)

Considerable knowledge of facility operations policies, procedures, methods and practices.

Considerable knowledge in emerging sustainable thinking and technologies.

Considerable knowledge of project management systems and workflow system design and implementation.

Working knowledge of automated building control systems.

Working knowledge in the area of grant preparation and award submittals.
Ability to participate in and help define the mission, vision, and values of the department.

Minimum Qualifications

Bachelor's degree in chemistry, biology, environmental health or a related field and three years of professional-level work experience detecting, assessing and eliminating environmental health and safety hazards or promoting and coordinating sustainability and energy reduction practices. Must hold current Minnesota certification as an asbestos inspector and lead inspector/risk assessor or obtain certification within 2 years of the date of appointment as an Environmental Specialist 2 and must maintain those certifications required by the position.

Preferred Qualifications

Three or more years of experience in an educational organization working on specific environmental compliance issues, worker protection and safety compliance efforts, or coordinating sustainability and energy efficiency efforts.

Master's Degree in business, operations or industrial management, sustainable management, environmental science, architecture or a related field.