

## Sweetwater Union High School District

### ENVIRONMENTAL AND SAFETY SUPERVISOR

#### **BASIC FUNCTION:**

Under the direction of the Director of Risk Management, supervise, coordinate and participate in the District's Environmental and Hazardous Materials and Safety program; supervise the inspection of District facilities and grounds to assure compliance with established occupational safety rules, regulations and procedures; train, schedule and supervise assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

Supervise, coordinate and participate in the District Environmental and Hazardous Materials and Safety program; coordinate District environmental health and safety policies and programs with governmental divisions, outside agencies and the public; arrange for the transportation and disposal of asbestos, waste laboratory chemicals and shop wastes.

Supervise the inspection of District facilities and grounds to assure compliance with established occupational safety rules, regulations and procedures; conduct accident investigations; assure compliance with established fire, earthquake, health and industrial safety codes and regulations; provide recommendations to administrators concerning repair and safety issues.

Train and supervise the performance of assigned personnel; coordinate and schedule activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Assure District compliance with established laws, rules, regulations, guidelines and procedures related to hazardous materials; conduct District-wide investigations to identify hazardous materials; assure compliance with regulations pertaining to loss prevention, industrial hygiene standards and hazardous waste maintenance and removal; assure proper storage and labeling of hazardous materials.

Administer a variety of District-wide environmental safety and hazardous material programs including fire extinguisher, respiratory protection and fall protection programs; coordinate special projects with outside agencies and contractors.

Operate a variety of scientific instruments including measuring equipment and a variety of hand and power tools and equipment; operate a computer and assigned software; drive a vehicle to conduct work.

Compile information and prepare and maintain a variety of records and reports related to hazardous materials, occupational activities and assigned activities; submit required reports to appropriate governmental agencies.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; collaborate with fire departments, Air Pollution Control Districts, the Department of Environmental Health Hazardous Materials Division and related agencies as required for District safety operations and activities.

Conduct in-service training sessions related to hazardous materials, environmental protection and occupational safety.

Maintain current knowledge of new and pending State and federal regulations and laws related to hazardous materials, occupational safety and emergency preparedness.

Research and evaluate available hazardous materials treatment and disposal alternatives and related costs; provide recommendations concerning treatment and disposal procedures.

Estimate labor, time and material costs; respond to emergency needs as requested; monitor inventory levels of supplies, materials and equipment; order, receive and oversee the storage of supplies, materials and equipment.

Work from blueprints, plans, diagrams, specifications and manuals.

Collaborate with various governmental agencies in resolving District safety issues.

Attend and participate in assigned meetings, conferences and committees.

Assure proper operation of District wheelchair lifts and elevators.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of hazardous waste and occupational safety management.

Principles and practices of detection, identification, classification, containment, assessment and removal of hazardous materials.

The Asbestos Hazard Emergency Response Act (AHERA) and Occupational Safety and Health Administration (OSHA) regulations.

Hazardous material, occupational safety and other applicable laws, codes, regulations, policies and procedures.

Scientific instruments used in industrial hygiene and in hazardous material detection and identification.

Health and safety regulations and procedures.

Technical aspects of fields of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques

**ABILITY TO:**

Supervise, coordinate and participate in the District Environmental and Hazardous Materials and Safety program.

Supervise the inspection of District facilities and grounds to assure compliance with established occupational safety rules, regulations and procedures.

Train, schedule and supervise assigned personnel.

Assure District compliance with established laws, rules, regulations, guidelines and procedures related to hazardous materials.

Interpret, apply and explain rules, regulations, policies and procedures.

Conduct safety investigations and make recommendations.

Proper use of scientific instruments used in industrial hygiene and hazardous material detection and identification.

Work independently with little direction.

Communicate effectively both orally and in writing.

Estimate materials and supply needs.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations and procedures.

Maintain records and prepare reports.

Plan and organize work.

Prioritize and schedule work.

Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level coursework in biology, chemistry, safety or related field, and five years related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid AHERA accreditation (ability to obtain within 6 months).  
Valid California Class C driver's license.  
FEMA Emergency Management Training Certificate.  
40 Hour OSHA Hazardous Waste Operations and Emergency Response.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Noise from equipment operation.  
Exposure to fumes, dust and odors.  
Exposure to hazardous materials.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of hand and power tools and equipment.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Lifting, carrying, pushing and pulling heavy objects as assigned by position.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Climbing ladders.

**HAZARDS:**

Hazardous chemicals and materials.  
Toxic smoke and gases and other poisonous substances.  
Working at heights.  
Subject to noise and fumes from equipment operation.  
Working around and with machinery having moving parts.  
Sparks, flames, hot ashes and hot metals from welding and fabrication.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy 0410*