



SUPERVISOR – ENVIRONMENTAL HEALTH AND SAFETY

SUMMARY/SCOPE/GOAL

Ensure all students and employees are provided with a safe and healthy environment in which to learn and work. Propose, initiate, and produce environmental, health and safety programs as a means to stay within the parameters of related rules and regulations, and as a means to minimize the District's exposure to liability. Communicate environmental, health and safety related changes and trends to the Board and/or administrators. Stay knowledgeable and contemporary to all applicable changes in Local, State, and Federal rules and regulations as it pertains to the District's environmental and safety issues.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Associate's Degree in Management, Business, Science, Environmental, Health or related field from an accredited educational institution required.
- Minimum of five (5) years' verifiable progressively responsible experience with environmental, health and safety practices, with two (2) years' experience at a supervisory or lead level.

PREFERRED/DESIRED:

- Bachelor's Degree preferred.
- Experience with education-related environmental, health and/or safety issues preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Must possess a current Fire Safety Inspector Certification pursuant to F.S. 1013.12 and State Fire Marshall's Rule 69A.58, or ability to obtain within one year of employment.
- Valid Florida Driver License.

PREFERRED/DESIRED:

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PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Review governmental regulations, guidance documents, and other publications and disseminate the findings to members of the department and others on a need-to-know basis. Research and report changes in related rules/regulations and industry best practices to the Board and/or administrators.
2. Produce environmental, health and safety programs as needed to stay within the parameters of related rules and regulations, and as a means to minimize the Districts exposure to environmental, health and safety type liabilities.
3. Provide direct daily supervision of the District's environmental, health and safety staff.
4. Develop, maintain, and administer district programs including, but not limited to, hazardous waste disposal/minimization and emergency response, fire prevention/safety, playground safety, asbestos, lead-based paint, radon, sanitation, and related training.
5. Manage and oversee the maintenance of specific life safety equipment to include, but not be limited to, fire detection equipment, fire suppression equipment, and personal protection equipment.

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6. Perform related permitting activities (initial, renewal, specialized, etc.) for all environmental, health and safety program areas.
7. Perform field surveys and investigations related to specific environmental, health and safety issues on school and ancillary properties. Produce comprehensive reports which include recommendations for corrective action. Coordinate and perform necessary corrective actions.
8. Develop bid specifications, request for proposals, and draft contracts for professional services related to environmental, health and safety. Provide management and oversight of related contracted services.
9. Assist district personnel in the planning and budgeting for required environmental, health and safety actions by forecasting regulatory requirements, industry standards, and industry rates.
10. Work with the District's Office of Risk Management on an as-necessary basis, and actively participate as a member of the District's Executive Safety Committee.
11. Act as initial direct point of contact for school and department administrators for all environmental, health and safety issues.
12. Use specialized personal protection equipment (including respirator), specialized testing equipment, hazardous materials spill kits, and other machines and equipment to monitor conditions on District property in the event of a hazardous materials spill or other hazardous condition(s).
13. Act as On-scene Incident Commander for hazardous materials releases, and as a District liaison to the Brevard County Emergency Operations Division, Local Fire Departments, etc.
14. Design in-service training and technical assistance for district personnel as required by laws, codes or regulations.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of current laws and regulations related to environmental, health and safety issues including, but not limited to, the Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), and the Department of Environmental Protection (DEP). Ability to train and lead employees in environmental, health and safety programs. Skilled in using various environmental testing equipment and interpreting related analytical data. Ability to communicate technical information to internal and external customers in a clear and understandable format. Basic computer skills and ability to use Microsoft Office (or equivalent) software.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

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Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Environmental Health and Safety
TITLE CODE:	C2248	CONTENT BY:	Associate Superintendent – Facilities Services
GRADE:	18	COMPENSATION:	Ellie Kelly
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 12/15/2020	CLASSIFICATION:	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	05/26/15	Initial Release	Facilities Services
2.0		REVISED: New format, increased pay grade from 16 to 18	Facilities Services

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.