

ENVIRONMENTAL HEALTH SPECIALIST

Risk Management / Human Resources Department

Purpose: To improve student achievement by performing duties in the environmental health and safety areas such as inspections of District facilities, interpretation of and compliance with state, federal and local regulations and in developing and implementing procedures and methods to achieve District environmental and safety goals.

Reports to: Administrator for Risk Management

Nature & Scope: The Environmental Health Specialist works under the general direction and oversight of the Risk Manager and in alignment with District policies, labor agreements, state regulations and federal statutes. Independent judgment, with occasional input and review of the supervisor, is required in matters not having established rules, regulations or policies. The incumbent does not have supervisory responsibilities, but may provide guidance and assistance to regular or temporary employees, as required. The Environmental Health Specialist may be required to work a variable schedule, including evenings and weekends.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
3. Oversees compliance of Environmental Health and Safety Programs for the District. Programs include but are not limited to asbestos, electromagnetic fields, hazardous materials, indoor air quality, lead, mercury, PCB's, pest management and pesticides (IPM), radon, underground and above ground fuel storage tanks, and the Oregon Healthy and Safe Schools Plan.
4. Works collaboratively with schools and departments, including Maintenance and Custodial, making recommendations to District administrators on environmental issues, including implementation and corrective strategies.
5. Plans, initiates, administers, and assesses Environmental Health and Safety Programs. Determines priorities and schedules to meet both immediate and long-term needs.
6. Conducts investigations of environmental concerns, including gathering and analyzing data, developing and implementing solutions, and developing and delivering reports to diverse populations.
7. Coordinates outside consultants as necessary.

8. Provides expertise in water testing (sampling for lead, E-coli, etc.) and indoor air quality by coordinating the proper testing and monitoring procedures.
9. Coordinates chemical safety. Works with other departments to identify safe chemicals for procurement and use.
10. Coordinates Hazard Communication program, including the collection and disposal of the District's recyclable and hazardous wastes. Manages Safety Data Sheets (SDS) management system and provides training.
11. Coordinates respiratory protection. Manages respiratory protection program including fit-testing, equipment selection, and training.
12. Develops and conducts Risk Management training programs, including environmental safety, indoor air quality, hazardous materials, lead awareness training, and hazard communication training for District employees.
13. Compiles, analyzes and evaluates environmental health and safety information and statistics for various District risk management programs and reports.
14. Maintains, uses, and calibrates industrial hygiene equipment consistent with manufacturer and industry requirements.
15. Acts as a resource with those who manage contracts relevant to the position. This includes, but not limited to, pest management, disaster recovery, hazardous waste disposal, water testing and specialized testing.
16. Reviews and analyzes state, federal and local legislation to ensure District compliance.
17. Develops and maintains applicable performance metrics and monitors outcomes and results. Revises as needed/required.
18. Serves as District representative and point-of-contact to internal stakeholders and external agencies/groups in relation to Environmental Health and Safety Programs, including representing the District at local, state, and national organization meetings and conferences.
19. Works with District staff to design new facilities and remodels of existing facilities to create healthy and safe environments.
20. Creates and provides reports to regulatory agencies as needed.
21. Conducts investigations of environmental concerns, including gathering and analyzing data. Develops and implements solutions in conjunction with all stakeholders.
22. Coordinates hearing conservation and noise protection programs. Conducts noise testing, analyzes data and makes recommendations as needed. Works with schools, departments, stakeholders, consultants, and contractors to develop mitigation and solution strategies.
23. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Bachelor's degree with major coursework in industrial hygiene, safety, risk management, environmental science or related fields; or any combination of training and

experience that would provide the required knowledge and abilities. A representative way to obtain the knowledge and abilities may include:

Associates Degree and four years experience of environmental, safety and risk management experience applying the principles and practices of program/project planning and management as well as:

- a. Certifications in areas specific to the position such as Radon, IPM, water testing, asbestos and hazardous materials desired.
 - b. Demonstrated knowledge of Indoor air quality, water quality and hazardous material issues affecting schools.
 - c. Demonstrated knowledge of UST operations, training, inspection, and compliance.
 - d. Demonstrated knowledge of hazardous materials, indoor air quality, AHERA guidelines, and water quality regulations under EPA, DEQ, OSHA and other regulatory agencies.
2. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
 3. Must have an ability to present conclusions and recommendations clearly, logically and persuasively to both internal and external stakeholders/groups.
 4. Must have the ability to apply sound, creative problem-solving techniques with tact and diplomacy.
 5. Must have knowledge of advanced principles, practices and methods of Environmental Health and Safety Programs.
 6. Must have knowledge of and ability to apply federal, state, local laws and regulations applicable to various Environmental Health and Safety Program responsibilities.
 7. Must be able to pass a criminal background check.
 8. Must possess an Oregon or Washington Driver's License.

Licensing/Special Requirements:

1. Certified Industrial Hygienist is desirable

Additional Requirements Specific to this Position:

1. Requires near and far vision acuity, depth perception, focal length change, color vision and peripheral vision.
2. Requires the use of a personal automobile for both scheduled and unscheduled District business.
3. Position may require additional licenses or certifications.
4. May require variable work hours including evenings, weekends, and occasional statewide travel for conferences or training.

Working Conditions:

The Environmental Health Specialist works in an open office environment and travels to schools and departmental facilities throughout the District. The work environment will frequently include moderate to loud noise as well as exposure to hazardous conditions, equipment, and materials.

The incumbent must be able to lift 25 pounds on a regular basis and 50 pounds occasionally without assistance.

The Environmental Health Specialist requires long periods of computer/laptop work. The incumbent is required to sit, stand, have finger/hand dexterity. Standing, walking, bending, stooping, kneeling, and working on ladders will be required of the position. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable diseases. Potential exposures include, but are not limited to: blood-borne pathogens; allergens; dirt; odors; dust; cold and hot temperatures; and unpredictable behavior from students.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: 2018 Position Review

Date Revised: November 30, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.