

Job Description

TITLE:	Environmental Safety & Risk Manager
POSITION SUMMARY:	Enhance staff and student performance throughout the district by promoting and maintaining an optimal learning environment through the management of indoor air and other environmental elements. Acts as Risk Manager for the District by managing all insurance and safety issues that may expose the district to litigation or insurance claims, including but not limited to identifying, evaluating, controlling and minimizing the District's exposure to loss or damage to physical assets, employee injury, and losses arising out of liability claims. Manages special projects as assigned by the Director of Buildings & Grounds.
DEPARTMENT:	Buildings and Grounds
REPORTS TO:	Director of Buildings and Grounds
FLSA STATUS:	
QUALIFICATIONS:	<ul style="list-style-type: none"> ● Bachelor's degree or equivalent work experience ● 3-5 years of working experience in an environmental health science, industrial hygiene field, or school district Buildings & Grounds department ● Certification or the ability to achieve certification in OSHA Environmental Safety ● Certification or the ability to achieve certification as an Asbestos Designated Person ● Demonstrate excellent communication skills, dependability, and willingness and ability to take direction and work in teams ● Proficient in computer work, including spreadsheet analysis and electronic record keeping ● Ability to maintain highly confidential information
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> ● Conduct bi-annual Indoor Air Quality surveys all district facilities and coordinate any remedies that are needed ● Identify HVAC units that are not running at peak efficiency and pursue corrective action. ● Investigate and oversee correction of all indoor air quality, health and safety complaints ● Coordinate and maintain records for all aspects of the District's asbestos management plan, including but not limited to 6 month review and 3 year reinspection

	<ul style="list-style-type: none"> ● Contribute to special project/renovation work by testing building materials for asbestos or other hazardous material abatement action ● Oversee the testing of radon, lead and other environmental elements, when prescribed by law, and the mitigation of the same, when detected at levels above that which is required for action ● Conduct tours with the Fire Department, Regional Office of Education, insurance carriers, architects and any other entities that need to inspect District facilities and be the District point person for coordinating corrective actions that result from those inspections ● Maintain oversight and disposal of hazardous chemicals, waste science specimens, pharmaceutical waste and medical waste (sharps containers) and resupply of waste containers ● Oversight of equipment procurement of AED (defibrillators) and monthly equipment inspections ● Maintain and revise District building maps ● Oversee the production of building access fobs ● Conducts training sessions for staff on a variety of health and safety issues ● Coordinate and implement training and maintain records for all Buildings & Grounds safety training required by our liability insurance company ● Coordinate all required inspections and safety checks and maintain all documentation related to District physical facilities ● Review all Buildings & Grounds staff work related injuries and implement corrections to physical building assets, processes, and training that need to be put in place to prevent future injuries ● Literature review and research on IAQ and other safety and health related issues ● Manage special projects as assigned by the Director of Buildings & Grounds ● Other Duties as Assigned <p>Supervisory Responsibilities</p> <ul style="list-style-type: none"> ● In the course of investigation, coordinate the activities of the custodial and/or maintenance personnel to make sure tasks are completed correctly ● Project specific oversight of staff to ensure proper completion
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	<p>Decision-Making Responsibility</p> <ul style="list-style-type: none"> ● Makes day-to-day operational decisions, specific to listed duties ● Can also make recommendations that would impact the entire District. Decision making authority while managing large projects that have District wide impact (ie replacement of a mechanical system, removal of asbestos floors across the district, removal of molds)
<p>WORK CONDITIONS:</p>	<p>The usual and customary methods of performing the job's functions required the following physical demands; significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 35% walking, 10% standing and 5% stooping/bending. This job is performed in a generally clean and healthy environment. Some assignments may require exposure to chemicals, specific materials, foods, etc. The job is performed under minor temperature variations. Ability to lift up to 50 pounds on occasion required. The Environmental Safety & Risk Manager may be required to provide their own transportation between locations. In emergency situations weekends/nights work would be required.</p>
<p>TERMS OF EMPLOYMENT:</p>	<p>12 month: NonUnion Position Position is eligible for IMRF and Benefits participation Salary and benefits determined by Board of Education</p>