

<b><u>Title of Immediate Supervisor:</u></b> Executive Director of Human Resources and Operations	<b><u>Department:</u></b> Human Resources	<b><u>FLSA Status:</u></b> Exempt
<b><u>Accountable For (Job Titles):</u></b> Clerical Support and Health and Safety Support Staff		<b><u>Pay Grade Assignment:</u></b> Non-Certified Business Division, Administrators' Association, Pay Class VIII

### General Summary or Purpose Of Job:

Under administrative direction, this position, directs plans and promotes the District's compliance with OSHA, DOLI, EPA, Minnesota Pollution Control Agency, International Fire Code, and Minnesota State Fire Code codes and regulations through the development implementation and ongoing management of plans and programs including but not limited to Asbestos, A Workplace Accident & Injury Reduction Program, Bloodborne Pathogens, Community Right to Know, Combustible & Hazardous Material Storage and Disposal, Compressed Gas Safety, Confined Space Entry, Electrical Safety, Employee Right to Know, Fall Protection, Fire & Life Safety, Forklift Safety, Hearing Conservation, Hoist Inspections, Hot Work, Indoor Air Quality, Lockout/Tagout, Machine Guarding, PPE, Respiratory Protection, Underground Storage Tank Management, and Welding. Also, assists transportation and food service in navigating DOT and MDH compliance requirements.

Coordinates district emergency planning by conducting site security assessments, serving as co-chair of the emergency management Safety Committee, managing the ongoing functionality of the district's base station and handheld radios, managing revisions of the Emergency Crisis Response Manual, and works with district leadership in determining the direction of district emergency management initiatives.

Lower the district's loss profile for general liability, property loss and workers' compensation programs through the implementation of programs and plans such as AEDs, Bleacher & Gym inspections and repairs, Early Return to Work Program, Lead in Water, Playground Safety, student injury tracking, and Radon Management.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	Compliance: Ensures that the District is in compliance with federal, State and local health, safety and environmental laws and regulations, through the implementation of required written programs and training.	Daily 20%
2.	Safety, Health and Environmental Management Programs: Develops, updates, and coordinates implementation of new and existing health, safety and environmental programs, as they are required to comply with applicable standards and laws, and that create effective, efficient, and safe systems and processes.	Annually 10%
3.	Crisis Management Program: Coordinates development, maintenance, and implementation of School District Crisis management and Emergency response Programs	Daily 10%
4.	Training: Develops, conducts or arranges for safety-related training for	

	employees and instructors, as required by State and federal laws and regulations. Act as chairperson for the District Safety Committee.	Monthly 10%
5.	Investigations: Coordinates or conducts investigations into injuries and accidents to determine the cause and make recommendation for the implementation of preventive measures.	Monthly 5%
6.	Workers' Compensation: Manages the workers' compensation program in accordance with state and federal statutes. Oversees first reports of injury and the OSHA log. Coordinate with Human Resources to provide all pertinent information to insurance carriers as related to workman compensation cases. Attends court cases regarding employee litigation, and testifies when necessary. Assists with early return to work programs for employees receiving workers' compensation.	Weekly 10%
7.	Audits: Conducts safety and health audits of facilities, work sites and program areas within the District. Responds with written recommendations to responsible parties regarding compliance with various State and federal health and safety laws.	Monthly 5%
8.	Assessment: Conducts, or hires consultants to conduct, quantitative and specific industrial hygiene surveys in order to identify actual levels of exposure. Provides assistance as needed.	Quarterly 10%
9.	Hazardous Materials: Coordinates the tracking, handling, storage, disposal, and necessary reporting of hazardous materials that are generated by the District. Reports on quantities stored or generated on-	Monthly 10%
	site to the proper authorities in accordance with State and federal laws.	
10.	Communication: Provides both verbal and written communications to employees, administration, and community organization regarding health and safety initiatives, concerns, protocols, loss runs, and issues.	Monthly 5%
11.	Manages the health and safety budget. Performs other duties of a comparable level or type.	Weekly 5%
12.	Manages handheld VHF radio programming purchasing, distribution and troubleshooting.	Monthly 5%
13.	Responsible for playground safety. Conducts assessments, manages repairs and modifications as necessary to meet Consumer Product Safety Commission and American Society for Testing and Materials standards in order to reduce playground injuries in an effort to lower the district's loss profile.	Quarterly 10%



## CLASSIFICATION DESCRIPTION

### TITLE: Health, Safety and Environmental Coordinator

#### **Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a Master of Science in Industrial Safety/Industrial Hygiene or Environmental Health & Safety with at least two years of experience as a coordinator of health, safety and environmental programs in a medium-to-large public or private organization; or an equivalent combination of education, training and/or experience necessary to meet the minimum degree requirement.

#### **Certification or Licensing Requirements** (prior to job entry):

- Asbestos Hazard Emergency Response Act accreditations as designated person, inspector, management planner, supervisor and project designer is desirable.
- MDH Water Supply System Operator, Class E License.

#### **Knowledge Requirements:** (Requires knowledge of)

- District policies, regulations, procedures and processes.
- Applicable state and federal rules, regulations, policies and procedures.
- Federal and State OSHA standards, as well as the environmental and waste handling laws of the Environmental Protection Agency and the Minnesota Pollution Control Agency.
- Minnesota statutes on above-ground and below-ground fuel storage tanks.
- Minnesota Department of Transportation regulations regarding drug testing and vehicle inspections.
- Minnesota workers' compensation laws.
- Life safety codes.
- Minnesota food codes.
- Asbestos Hazard Emergency Response Act.
- Minnesota Department of Health statutes regarding drinking water.
- Minnesota State Fire Code
- Minnesota Department of Health statutes regarding radon
- Emergency Management Practices
- VHF radio systems
- CPSC & ASTM Playground Standards

#### **Skill Requirements:** (Skilled in)

- Planning, organizing and setting work priorities and working independently without immediate supervision.
- Meeting predetermined deadlines and utilizing flexibility with work and priority shifts.
- Gaining cooperation and conformance without authority.
- Interpreting, explaining and applying written and oral instructions, procedures and regulations.
- Communication skills, both orally and in writing.
- Determining priorities in the handling of unique and/or complex problems.
- Personal computer software applications, such as Excel, MS-Word, performing and or coordinating data entry for related data management and training programs.
- Accident investigating and interviewing.
- Operating a sound-level meter. Operating a digital camera.
- Operating an air sampling pump, including calibrating to specifications to test for exposure and contaminants.
- Operating a noise dosimeter in order to determine employee exposure to noise. Determine the flow rate, such as static and velocity pressure, by using a manometer. Measuring airflow through a hood with a velometer.
- Using a Draeger pump and indicator tubes for sampling of contaminants.
- VHF handheld radio programming and troubleshooting



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- Operating a 34-in-1 monitor to test for oxygen, carbon monoxide, sulfur dioxide or an explosive atmosphere.
- Using a sling psychrometer to determine the wetbulb or drybulb temperature.
- Maintaining confidentiality with highly sensitive information, issues and situations.

#### Physical Requirements: (Indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		x
Reach with hands and arms		X		
Climb or balance		X	X	
Stoop/kneel/crouch or crawl			X	
Talk and hear			X	x
Taste and smell		x		
<b>Lift &amp; Carry:</b> Up to 10 lbs.		X		
Up to 25 lbs.		X		
Up to 50 lbs.		X		
Up to 100 lbs.	x			
More than 100 lbs.	x			

#### General Environmental Conditions:

Work is occasionally performed in wet or humid (non-weather) conditions, near moving mechanical parts, such as in woodworking shops, fan rooms, and near moving belts; in fumes or airborne articles, with toxic or caustic chemicals, such as in chemistry labs or boiler rooms, in high or precarious places, in outdoor weather conditions, in extreme cold or heat (non-weather) and where vibrations are present, when performing inspections.

There is also the risk of electrical shock when opening electrical panels.

The typical noise level is considered to be moderate. Normal color vision is required.

#### General Physical Conditions:

Work can be generally characterized as:

**Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.**

#### Vision Requirements: (Check box if relevant)

	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	x	
Distance Vision (20 ft. of more)	x	
Color Vision	x	
Depth Perception	x	
Peripheral Vision	x	

#### Job Classification History: