

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE: Environmental and Purchasing Coordinator

REPORTS TO: Executive Director of Facilities

REQUIREMENTS: High school diploma or equivalent required; Associate's degree or relevant certification preferred (e.g., environmental science, sustainability, facilities management).
 Preference of 2 years of experience in a related field (environmental testing, facilities, or regulatory compliance).
 Working knowledge of environmental regulations relevant to school settings (e.g., AHERA, EPA guidelines, LEED practices).
 Ability to collect, analyze, and present data accurately.
 Strong organizational skills and attention to detail.
 Excellent verbal and written communication skills.
 Comfortable facilitating small groups and committee meetings.
 Ability to work independently while contributing to a team environment.

WORK YEAR: 12 month, Full Time Non-Exempt Pay Range 5

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job-related matters. In addition, all staff are expected to serve as positive role models and work to ensure a safe building environment.

RESPONSIBILITIES/DUTIES

Essential Duties and Responsibilities:

The Environmental and Purchasing Coordinator supports the district's commitment to health, safety, environmental responsibility, and operational efficiency. This position is responsible for implementing and monitoring district-wide initiatives in environmental compliance, and indoor environmental quality. The specialist will conduct testing, manage data, maintain documentation, and help facilitate response plans and committee work related to environmental operations.

1. Purchasing

- Work with district's vendors to find eco-friendly products that are budget-friendly and align with district goals.
- Work with the district's waste hauler to implement and monitor composting, recycling and waste reduction programs.

2. Renewable Energy Coordination

- Collaborate with district and vendor teams on solar initiatives, including monitoring system performance and data analysis.
- Support education and awareness related to renewable energy projects.

3. Indoor Environmental Quality

- Conduct indoor air quality testing and track trends across schools and facilities.
- Maintain accurate records of results and present findings to appropriate departments and stakeholder groups.
- Facilitate and document Indoor Air Quality Committee meetings and assist in follow-up actions.

4. Environmental Health & Compliance

- Maintain and update the district's Asbestos Management Plan in compliance with AHERA regulations.
- Assist in scheduling and documenting required asbestos inspections and re-inspections.
- Perform water quality testing as required and document findings.
- Coordinate response efforts and recommend mitigation strategies for any identified environmental concerns.

5. Documentation & Communication

- Maintain detailed documentation of all compliance and sustainability activities.
- Provide clear, data-informed reports to supervisors and contribute information to public or board presentations when needed.
- Facilitate internal communications among departments and committees involved in environmental efforts.

6. Additional Responsibilities

- Support Facilities and Grounds as needed in areas such as snow removal, coverage of buildings, and other.
- Coordinate, support and oversee summer maintenance staff and project work.
- Perform other duties as assigned by the Executive Director of Facilities and Grounds or designee.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences. Work is performed in both indoor office environments and school facilities, including mechanical rooms and rooftops.

Requires the ability to lift up to **50** pounds, climb ladders, and occasionally work in confined spaces. May require use of personal protective equipment (PPE) and handling of testing equipment.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____