

ASSISTANT DIRECTOR OF SCHOOL PLANT, ENVIRONMENT AND ENERGY

GENERAL RESPONSIBILITIES

Direct the management of environmental programs for the school division: Indoor Air Quality, Asbestos, Radon, Lead, Water Sampling, Hazardous Waste, Hazardous Materials Response Team, Energy Management, and Safety. Act as the Quality Assurance Coordinator. Perform technical measurements of potential environmental pollutants, research, and evaluation of school division's environmental health issues.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and implement environmental health policies, procedures, and systems to monitor, follow up, and ensure compliance with applicable regulatory requirements and sound safety and health practices.
- Serve as a member of School Plant's administrative team overseeing the day to day operations of the facility.
- Assist with development and coordination of the budget.
- Provide general supervision to technician level employees.
- Direct consultants and manages contracts.
- Respond to and investigates environmental concerns through the division.
- Inspect all buildings and worksites to ensure compliance with local, state, and federal requirements.
- Provide recommendations to minimize potential environmental pollution.
- Conduct related training and educational programs as needed.
- Manage the Indoor Air Quality Program as well as existing environmental programs.
- Develop and implement the Energy Management Program.
- Establish and maintain open communications lines with school division employees, contractors and media, regarding environmental issues.
- Conduct inspections and devise appropriate responses to environmental issues.
- Function as Class VI Water Operator for facilities not served by municipal water.
- Prepare weekly status report for management relating to environmental issues.
- Review ADA and ECOC claims which fall under this purview.
- Act as member of Safety Committee and oversees Safety Program.
- Attend meetings as necessary.
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the basic principles and methods of mechanical, electrical, plumbing, HVAC, energy, asbestos, and trades as applied to the maintenance and repair of large buildings and related facilities; thorough knowledge of the hazards and necessary safety precautions involved in maintenance work; ability to work cooperatively with City, State, and Federal agencies; ability to work with employees, business representatives, and administrators within and beyond the local school division; knowledge of all applicable environmental policies and regulations as it relates to the specific area; ability to initiate ideas and take risks; ability to generate a positive environment and supervise the work of others; ability to work in a fast paced environment while building consensus and working collaboratively with a team; ability to initiate projects and make decisions independently; strong leadership, organizational, problem-solving, public speaking and program development skills; experience in negotiating and responding to the media regarding environmental issues.

EDUCATION AND EXPERIENCE

Bachelor’s Degree in the area of Physical Science or a relevant field of study, Masters preferred. Five or more years of extensive experience that is directly related to the duties and responsibilities specified. Licensed as an Asbestos Management Planner, Asbestos Inspector, and Class VI Water Operator.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

The position requires standing/walking, sitting, driving, grasping, bending, squatting, kneeling, climbing, reaching, and lifting to 60 lbs. Work environment may involve some exposure to hazards or physical risks, which require following basic safety precautions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Exempt	Description: Rev. 5/05
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