



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## CHARTING THE COURSE

### ASSISTANT DIRECTOR OF SCHOOL PLANT, ENVIRONMENTAL RESOURCES

#### GENERAL RESPONSIBILITIES

Under the leadership of the Director of School Plant, the position is responsible for the management of environmental programs for the school division to include Indoor Air Quality, Asbestos, Radon, Lead, Water Sampling, Hazardous Waste, Hazardous Materials Response Team, and Safety.

#### 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.
- Perform technical measurements of potential environmental pollutants, research, and evaluation of the school division's environmental health issues.
- Manage and direct the work of consultants and assigned maintenance contracts.
- Oversee mechanical service operations, including HVAC, plumbing, electrical and night mechanical shops.
- Assist with the development and coordination of the budget.
- Inspect all buildings and worksites to ensure compliance with local, state, and federal requirements.
- Respond to and investigate environmental concerns throughout the division.
- Conduct inspections and devise appropriate responses to environmental issues.
- Provide recommendations to minimize potential environmental pollution.
- Manage the Indoor Air Quality Program as well as existing environmental programs.
- Establish and maintain open communications lines with school division employees and contractors regarding environmental issues; work collaboratively with the Department of Media and Communications media requests.
- Function as the Class VI Water Operator for facilities not served by municipal water.
- Supervise and evaluate assigned staff.
- Review ADA claims which fall under the functions of this office.
- Conduct training and educational programs as needed.
- Serve as a member of School Plant's administrative team directing the day-to-day operations of the facility.
- Prepare weekly status reports for management relating to environmental issues.
- Act as the Quality Assurance Coordinator and as a member of the Safety Committee; provide guidance for the Safety Program.
- Perform related work 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. Must have a thorough knowledge of all applicable policies and regulations as it relates to the environment. Must have the ability to work cooperatively with City, State, and Federal agencies; initiate ideas and take risks, work with employees, business representatives, and administrators within and beyond the local school division. Must have the ability to generate a positive work environment, supervise the work of others, work in a fast paced environment while building consensus, and work collaboratively with a team. Must have the ability to initiate projects through completion and make decisions independently. Must have strong leadership, organizational, problem solving, public speaking, communication, and program development skills. Must be experienced 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 directly related to the duties and responsibilities specified.

A comparable amount of training and experience maybe 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  
Licensed as an Asbestos Management Planner, Asbestos Inspector, and Class VI Water Operator.