



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	Director of Environmental Health and Safety
<b>SCHOOL/DEPARTMENT</b>	Operations
<b>SALARY</b>	Salary Grade 77 plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Chief Operations Officer
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	As designated
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Director for Environmental Health and Safety performs supervisory and administrative work coordinating health and safety services for Orange County Schools. The Director is responsible for determining and evaluating potential facility related health and safety threats or hazards for all employees, students, and visitors. The Director is also responsible for analyzing facilities and ensuring that all necessary health and safety precautions have been identified. The Director investigates accidents to determine venues for preventing repeat incidents. The Director must also exercise considerable independent judgment and initiative to perform and complete necessary job functions. The Director must also exercise considerable tact and courtesy in frequent contact with school officials, district staff, and the general public.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of safety precautions to be taken in school facilities

- Considerable knowledge of federal, state and local rules and regulations regarding health and safety
- Considerable knowledge of safe work practices and procedures regarding strenuous activity
- Considerable knowledge of the principles of supervision, organization and administration
- Ability to organize and direct the activities of work groups
- Ability to train, support and counsel staff
- Ability to develop and implement district-wide health and safety programs
- Ability to identify potentially dangerous and/or unsafe situations
- Ability to develop and implement work schedules
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to operate a vehicle and travel to various locations
- Comprehensive knowledge of research and trends in the field of Occupational Health and Safety,
- Comprehensive knowledge of OSHA rules and regulations
- Comprehensive knowledge of Bloodborne Pathogens regulations and guidance in accordance with OSHA

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Bachelor's Degree or higher from an accredited institution in the area of Occupational Health and Safety Management, or related field
- Three (3) to five (5) years of experience in the field of occupational health and safety
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Master's Degree or additional credits in the field of Occupational Health and Safety Management
- Experience working in a school system
- Skilled at making presentations and providing training to various sizes of groups

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitor and evaluate potential Safety and Health hazards for school system employees, students and visitors
2. Responsible for the Health, Safety and Environmental budgets
3. Develop and coordinate system wide Safety and Health programs that insure compliance with all federal, state and local statutes, rules and guidelines
4. Conduct walkthrough inspections of school sites based on work order requests
5. Conduct preliminary inspections of reports affecting the Air Quality Envelope, obtain photographs of possible non-compliant conditions, note the presence of any wet or stained ceiling tiles, wet and stained carpeting and the presence of any active leaking piping and/or roofs
6. Report in writing all findings of walkthroughs to the Chief Operations Officer

7. Coordinate with external contractors regarding air sampling and conduct a review of results with school administrators and staff
8. Develop and coordinate contracted services for Indoor Air Quality issues
9. Examine chemical exposure hazards and propose use strategies and procedures to control exposure to employees, students and visitors
10. Manage hazardous chemical waste from schools and Maintenance in compliance with OSHA 1910.1200
11. Assess ergonomic factors and physical hazards and propose safe work practices and procedures to employees
12. Investigate work related on the job accidents and determine if unsafe conditions, practices, and/or equipment exist
13. Conduct Job Hazard Analysis (JHA) and make recommendations to the Chief of Operations, Directors, Supervisors and other administrative staff regarding ways and means to perform corrective action regarding any deficient conditions cited during the course of the investigation
14. Recommend Personal Protective Equipment for employees
15. Develop training programs for employee use of Personal Protective Equipment
16. Coordinate Safety Shoes and Safety Glasses Program for Maintenance Department
17. Coordinate all areas of the Maintenance and Transportation Department Safety Training Program for OSHA Compliance, monitoring and follow-up
18. Coordinate annually with School Nurses regarding the Exposure Control Plan revisions, implementations, follow-up and referral
19. Select and provide Personal Protective Equipment (PPE) and Bio-Hazard equipment to sites to comply with OSHA Bloodborne Pathogens regulations
20. Manage contract for bio-medical waste pickup in compliance with OSHA 1910.1030 for Bloodborne Pathogens
21. Coordinate playground equipment purchases, placement and installation
22. Conduct Safety Audit/Inspections of playground equipment for compliance upon completion of installation pursuant to the Consumer Product Safety Commission and the National Playground Safety Institute standards
23. Upon satisfactory inspection of newly installed playground equipment coordinate the installation of safety surfacing
24. Respond to work order requests of broken playground equipment, taking photos and notifying manufacturer when equipment is under warranty for replacement
25. Obtain quotes for replacement or repair of playground equipment that is not under warranty
26. Assess American with Disabilities Act (ADA) compliance in buildings and playgrounds by inspecting, planning, developing and coordinating projects
27. Serve as OCS Asbestos Designee for implementing training, monitoring and coordinating inspections and abatement projects for AHERA compliance
28. Coordinate the Integrated Pest Management (IPM) Program for pest analysis/management, monitoring for control, staff education, prevention, notification and recordkeeping
29. Provide training and assistance to site-based administrators regarding safety and security
30. Coordinate the development and maintenance of a District level Emergency Management Plan
31. Coordinate updates of information for the Emergency Management Plan and the Emergency Procedures Handbook
32. Serve as one of two primary contact persons when an emergency arises at a school
33. Monitor severe weather conditions and, working with the Communications Department as necessary, serve as primary contact person to alert school campuses of impending adverse weather conditions
34. Direct/coordinate the periodic assessment/audit of school facilities and grounds to determine safety and/or security issues

35. Coordinate the pick-up and delivery of Weather Alert radios to sites and perform monthly tests of the Orange County Schools Emergency Radio System
36. Coordinate the development, implementation and review of each school's Emergency Management Plan
37. Oversee the management of the Rapid Responder System for the school district facilities
38. Monitor the Campus Security Check-In System for compliance
39. Ensure the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documentation
40. Review appropriate documentation for accuracy and timeliness
41. Serve as the district representative onsite or on standby for Emergency Shelters; may be assigned as the district representative for Orange County Emergency Management Services
42. Must be able to attend meetings, workshops and conferences as a participant or as staff
43. Perform any other duties as assigned by the Chief Operations Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*