

# Job Description

San Ramon Valley Unified School District

## Purpose Statement

## **Environmental Health & Safety Specialist**

The job of Environmental Health & Safety Specialist is done for the purpose of providing support to the educational process with specific responsibilities for monitoring the District's environmental health and safety systems and operations and emergency preparations programs; assuring compliance with applicable Federal, State and local laws, rules and regulations; and developing safety policies and procedures.

This job reports to Assigned Supervisor

## Essential Functions

- Acts as main liaison between the external agencies and the District for the purpose of assisting with inspections and implementing corrective actions.
- Assists with identifying and anticipating hazards in new and existing systems, equipment, products, software, facilities, processes, operations, and procedures including the District's Hazardous Materials Program for the purpose of ensuring a safe workplace for students and staff and complying with rules and regulations.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering and/or conveying information required to perform job functions.
- Collaborates in performing a variety of technical duties with the handling, disposal, and documentation of hazardous material and equipment for the purpose of ensuring hazardous materials are stored and disposed of properly and properly transported to the correct location.
- Inspects playground structures and surrounding play areas for the purpose of determining immediate maintenance and repair needs and/or recommending removal as appropriate.
- Maintains a variety of files and records for the purpose of providing documentation, up-to-date reference information, and verifying compliance with rules and regulations.
- Participates in the investigation of accidents and helps in determining corrective actions needed for the purpose of maintaining safe working and learning environments.
- Schedules routine inspections of stage lifts, passenger elevators, emergency lighting, exit lighting, fire extinguishers, and ingress and egress routes for the purpose of ensuring the ongoing functionality of the systems and preparedness for emergencies.
- Provides technical assistance in maintaining policies, procedures and standards for AED program for the purpose of ensuring a compliance with safety, health and environmental guidance and regulations.
- Researches potential and existing safety and health issues identified through site walks, work order requests, and Assigned Supervisor direction for the purpose of maintaining safe places for students and staff and complying with rules and regulations.
- Supports District grounds staff and outside contractors with Integrated Pest Management (IPM) regulations, guides and training for the purpose of providing direction, solving problems, and ensuring effective IPM Program implementation.
- Tests AED equipment throughout District and maintains related records for the purpose of ensuring that AED units are in good working condition and complying with rules and regulations.

## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: record-keeping techniques; ordering procedures; operating standard office equipment including using job related software applications; planning and managing projects; and complying with District organization, operations, policies, and objectives.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Local, State and Federal environmental health regulations related to the job; environmental government agencies; preparation of labeling and manifesting hazardous materials sampling; testing procedures related to hazardous materials sampling; Asbestos Hazard Emergency Response Act (EHERA) provisions and regulations; and oral and written English communication skills.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information; coordinating transportation and disposal of hazardous and toxic material; preparing reports; and reading, interpreting, applying and explaining rules, regulations, policies and procedures.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Specialized/advanced training in environmental health and safety or related field and experience in handling and addressing environmental health and safety issues and performing emergency preparation activities.

**Education (Minimum):** High school diploma or equivalent. Completion of some coursework in environmental health or science is preferred.

### **Required Testing**

None Required

### **Certificates and Licenses**

Hazardous Waste Compliance Certification  
Hazwoper Certification  
OSHA General Industry Certification  
Playground Safety Inspection Certification  
Valid Driver's License

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

### **Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

### **FLSA**

Non Exempt

### **Approval Date**

December 14, 2021

### **Revised Date**

### **Salary Grade**

Range 12