

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Environmental Standards and Project Management

QUALIFICATIONS

- Bachelor's Degree in Environmental Sciences, Environmental Engineering, Architecture, Engineering or related field, OR
- High School Diploma or equivalent or Florida Special Diploma **with** five (5) years or more experience in environmental planning and management, physical plant maintenance or capital project management. Management level experience preferred.
- Ability to obtain within one year, FDBPR/EPA Certification in asbestos inspection and project planning.
- Certification as an Industrial Hygienist preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of 6A-2.0010, FAC as it relates to environmental conditions in schools.
- Knowledge of applicable OSHA, AHERA, NESHAP, and Florida environmental regulations.
- Knowledge of administrative computer applications as related to departmental job functions.

SUPERVISION

REPORTS TO Director of Facilities Services
SUPERVISES Assigned Personnel

POSITION GOAL

To assist with providing a safe and healthy environment at District facilities, including asbestos management and hazardous waste, in accordance with federal and state regulations, and to assist school administrators in the planning, design and construction of facilities related projects.

PERFORMANCE RESPONSIBILITIES

1. *Plan, implement, and oversee the District's Environmental Management Program relating to asbestos, hazardous waste, fuel storage tanks, indoor air quality, pest management, drinking and wastewater plant management, facility sanitation inspections, and radon; and provide health and safety and asbestos awareness training.
2. *Coordinate the asbestos awareness programs and the training of District personnel.
3. *Plan, implement, and coordinate "Right to Know Law" requirements.
4. *Oversee and ensure compliance of asbestos management plans and remediation projects in accordance with federal and state regulations.
5. *Oversee and coordinate the disposal of hazardous waste generated by activities throughout the District.
6. *Serve as a liaison with appropriate governmental agencies regarding Environmental Health and Safety matters.
7. *Plan and manage all asbestos remediation projects to ensure regulatory compliance.
8. *Keep accurate, detailed, and complete records of environmental programs and the proper disposal of hazardous waste.
9. *Design and conduct in-service training for District personnel relevant to the areas of responsibility as required by code, laws, and/or regulations.
10. *Act as Local Education Agency (LEA) designee for all asbestos issues including overseeing the District's asbestos management program and records.
11. *Perform initial investigations in response to environmental and indoor air quality concerns and determine a plan of action to address identified issues.
12. *Develop bid specifications, Request for Proposals, draft professional service contracts, and manage contract administration of consultants and engineers providing environmental services.

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- 13. *Perform facilities related project management support to assigned cost centers.
- 14. *Assist Division Supervisors in determining project scope and estimating budgets for all assigned Facilities Services capital improvement projects.
- 15. *Assist in preparing multi-year plans to address programmatic needs.
- 16. *Assist in procuring and managing resources to plan, design, and implement assigned Facilities Services capital improvement projects.
- 17. *Manage assigned projects and environmental programs to maintain established schedules and budget.
- 18. *Communicate and coordinate with District administration, faculty, and support staff regarding projects and environmental programs being performed.
- 19. Perform other duties as assigned by the Director of Facilities Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Bending Lowering the body forward from the waist.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE
AO-12-G \$54,266 - \$85,433
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES
PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 06
Function 8100
Job Code 1431
Survey Code 74018

FLSA
 Applicable
 Not applicable
Previous Board Approval
ADA Information Provided by Kim Dove
Position Description Prepared by Kim Dove

BOARD APPROVED
December 19, 2017
April 7, 2015
May 11, 1993