

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Director, Environmental Health & Safety
CONTRACT YEAR:	Twelve Months
SALARY BAND:	D
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree in environmental, health and safety management or environmental engineering is preferred.

EXPERIENCE: A minimum of ten (10) years, of leadership/managerial experience within the environmental, occupational health and safety fields is preferred.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree in environmental, health and safety management, environmental management or environmental engineering is required.

EXPERIENCE: A minimum of five (5) to seven (7) years, of leadership/managerial experience within the environmental, occupational health and safety fields is required.

ADDITIONAL QUALIFICATIONS

REQUIRED: Demonstrate ability to work effectively with the public, governmental entities, and administrator's federal, state, and local regulations, national standards and accepted best practices relating to Environmental Health Safety system.

Follows adopted policies and procedures in accordance with the School Board priorities.

PREFERRED:

Broad knowledge of environmental regulations, and experience in implementing health and safety programs. The position requires strong managerial, communication, and analytical skills. The ability to work both in a team and independently. A strong focus on providing superior customer service within a matrix reporting structure is vital to attainment of key objectives.

REPORTS TO:

Chief Facilities Officer

SUPERVISION:

This position supervises Coordinator, Health and Safety, Manager, Environmental Conservation.

POSITION GOAL:

The primary duty is to ensure compliance with federal, state, and local regulations as pertains to the health, safety, and productivity of workers along with management of the sustainability of the organization's operations. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture. Analyze complex information and implement long-range and immediate plans.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Director, Environmental Health Safety shall carry out the essential performance responsibilities listed below.

1. Develop and direct short and long-range organizational goals, objectives, strategic plans, policies and operating procedures; monitor and evaluate effectiveness, and effect changes required for improvement.
2. Design, establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives. Provide managerial direction and control of departmental activities; plans, directs, and reviews the activities and operations of the department; provides leadership and supervisors directly and, through subordinate supervisors, all department staff.
3. Administer operational budget and long-range Facilities Improvement budget planning cycle in support of environmental, health and safety initiatives across the District.
4. Oversee and provide direction for major environmental, health and safety projects.

5. Coordinate the development of environmental programs to ensure compliance with all local, state and federal requirements, while also leading efforts to extend operational practices beyond compliance in the support of the District's strategic plan.
6. Prepare the annual Health/Safety/Sanitation reports for transmission to the State Department of Education and to the Chief, Facilities & Construction for inclusion in the Project Priority List for Capital Outlay Funding.
76. Provide support to schools and departments with environmental audits, asbestos, abatements, demolition coordination, indoor air quality investigations, chemical hazards and providing Material Safety Data Sheet management.
87. Provide technical expertise, strategic leadership, and support for all of Broward County School's various facilities, departments, (including all acquisitions) on regulatory compliance issues in safety, occupational health and environmental management. This responsibility includes identifying hazardous locations en route to and from school or school bus stops.
98. Provide strategic leadership and guidance for the Environmental Affairs, Design for the Environment, and Safety Departments including people, data, and budgetary responsibilities and create one department with a common mission.
109. Provide coordination with federal, state and local regulatory agencies regarding District environmental issues.
1140. Ensure coordination between efficient operation of utilities and environmental health and safety.
1244. Develop and coordinate the District's conservation and sustainability programs.
1342. Develop employee information and training programs to educate District employees regarding asbestos, hazardous materials and environmental health issues.
1443. Develop the overall strategy of continuous improvement for Broward County School's Environmental, Health and Safety Initiatives.
1544. Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
1645. Participate in training programs to enhance the individual skills and proficiency related to the job responsibilities.
1746. Remain current with developments, literature and technical sources of information related to job responsibilities.
1847. Ensure adherence to safety rules and procedures.
1948. Follow federal and state laws, as well as School Board policies.
2049. Perform other duties as assigned by the Chief Facilities Officer or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with the Chief Facilities Officer, District leadership at all levels, parent/school/community groups to support, develop, and supervise school leaders to improve achievement, deliver quality instruction, create a positive and safe school environment and effective communication.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15