



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Project Manager, Occupational Health/Environmental Control  
**JOB CODE:** CC-022  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** 25  
**BARGAINING UNIT:** BTU-TSP  
**REPORTS TO:** ~~Director, Environmental Health & Safety~~ Coordinator, Local Educational Agency (LEA)  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To provide a safe and secure educational environment that is conducive to the health and well-being of District students, employees and other users of the facilities.

~~To develop, implement, and maintain an occupational health and environmental safety program which ensures all District facilities are safe, secure, and conducive to student and employee health and well being. This program shall comply with all local, state, and federal regulations.~~

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Project Manager, Occupational Health/Environmental Control shall carry out the performance responsibilities listed below.

- Provide oversight for work performed by environmental consultants and contractors as assigned to the Department of Environmental Health and Safety.
- Research, implement and monitor industrial hygiene-related ~~situations conditions~~, which may affect employee working environment and/or student working learning environment ~~conditions~~. Investigate ~~as needed~~ to resolve ~~situations~~ issues, as needed.
- Coordinate asbestos, mold, lead abatement, and other environmental projects with school personnel, district personnel, contractors, and consultants. Schedule and conduct pre-construction meetings.
- Issue notices to proceed to contractors, as well as work orders to consultants and testing labs. Create correspondence to consultants, contractors, testing labs, and school and district personnel, with reference to asbestos and Indoor Air Quality inspections (IAQ) and remediation projects.
- Verify invoices and recommend payment of invoices.
- Review consultant's plans and specifications to ensure conformance with budget, state and federal regulations; ensure completeness and accuracy.
- Schedule, attend, and write follow up reports of meetings with consultants and other agencies such as the Broward County Environmental Protection & Growth Management Department and the Environmental Protection Agency.
- Monitor construction progress and keep school and district personnel informed.
- Prepare change orders, inspect project for substantial completion and prepare list of deficiencies. Arrange for correction by contractor if defects are discovered.
- Assess contractors and consultants performance reports. Maintain accurate project records.
- Conduct Indoor Air Quality (IAQ) assessments, report findings, and develop recommendations to rectify IAQ conditions.
- Conduct asbestos, mold and lead assessments and sampling, as needed.
- Conduct water and other required sampling, in accordance with Environmental Protection Agency (EPA) guidelines.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of the School Board of Broward County, Florida.
- Participate ~~successfully~~ in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.

- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the Director, Environmental Health & Safety Coordinator, Local Education Agency (LEA).
- Follow federal and state, as well as School Board policies.
- ~~Conduct environmental assessments among students and employees to determine the presence of environmentally related health and safety conditions.~~
- ~~Prepare environmental reports utilizing written materials, photographs, video and other media to ensure environmental compliance.~~
- ~~Coordinate assessment project participants from throughout the District to conduct indoor air quality evaluations, report findings, and develop recommendations to rectify indoor air quality conditions.~~
- ~~Establish procedures, manuals and employee training programs to identify and control indoor environmental conditions.~~
- ~~Conduct Radon, water and other required sampling in accordance to EPA guidelines.~~
- ~~Liaison with all local, state, and federal issues on all matters pertaining to occupational health and environmental safety.~~

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum of five (5) years of successful work experience and/or training in the field related to the title of the position.
- Current certifications for Environmental Protection Agency (EPA) Asbestos Building Inspector, EPA Asbestos Contractor/Supervisor.
- Certification or training in performing Indoor Air Quality inspections.
- Requires working knowledge of state and federal regulations as they pertain to occupational health and environmental safety, including Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), Environmental Protection Agency (EPA), and Department of Environmental Protection (DEP).
- Requires demonstrated team leadership skills and the ability to manage multiple projects within required deadlines, and in accordance with School Board policies, codes, or and regulations.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- ~~Prefer d~~ Degree major in public health and safety, environmental engineering or related field.
- American Council for Accredited Certification (ACAC), Council Certified Indoor Environmentalist (CIE), or ACAC Council Certified Indoor Environmental Consultant (CIEC), or Florida State Licensed Mold Assessor.
- Bilingual skills preferred.

**SUPERVISES:**

As Assigned

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

Frequent communication with Facilities and Construction Management, Physical Plant Operations and site based staff to schedule required work. Coordinate assessment project participants from the District to conduct indoor air quality evaluations.

~~Frequently communicates with Area Superintendents to report conditions regarding air quality in facilities within their area of responsibility; frequently works with Project Managers within Facilities and Construction and Director, Facilities Support Services and Operations to schedule required work; coordinate assessment project participants from throughout the District to conduct indoor air quality evaluations.~~

**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.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 11/09/04