



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: ~~Coordinator, Local Education Agency (LEA)~~ Environmental Compliance
JOB CODE: S-025
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Environmental Health Safety
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide an environmentally compliant, safe and secure learning climate and workplace which protects the well-being of students, employees, visitors and the community-at-large by ensuring all environmental regulations and standards are met. To establish the program and procedures to manage the planning, design, and construction process of facilities in such a manner as to provide a superior educational environment within desired schedules and budget; to be accountable for the work of subordinate personnel.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, ~~Local Education Agency (LEA)~~ Environmental Compliance shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Provide oversight for work performed by environmental consultants as assigned to the Department of Environmental Health & Safety.
- Research, implement and monitor industrial hygiene-related conditions, which may affect the employee working environment and student learning environment. Investigate to resolve 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, school and district personnel, regarding asbestos, Indoor Air Quality Inspections (IAQ) and remediation projects.
- Review and verify the accuracy of invoices prior to recommending payment.
- Review consultant's plans and specifications to ensure conformance with budget, state and federal regulations; ensure completeness and accuracy of documentation, following up to clarify and update plans, as needed.
- Schedule, attend, and provide written 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 to ensure compliance with environmental plans, permits and other regulations, providing recommendations to avoid and/or minimize environmental and compliance risks.
- Assess contractors and consultants performance reports. Maintain accurate project records.
- Conduct Indoor Air Quality (IAQ) assessments, report findings, and develop recommendations to correct IAQ conditions.
- Conduct asbestos, mold and lead assessments and samplings, as needed.
- Conduct water and other required sampling, in accordance with Environmental Protection Agency (EPA) guidelines.
- Research and maintain familiarity with School District databases and performance evaluation models.
- Perform duties as the Local Education Agency (LEA) designated person for Asbestos Hazard Emergency Response Act (AHERA) compliance.
- 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 ~~increase~~ enhance the individual's skills and proficiency related to the assignments ~~job responsibilities~~.
- Review current developments, literature and technical sources of information related to job ~~responsibility~~ responsibilities.

- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Director, Environmental Health Safety or designee.
- Plan, assign, direct, coordinate, and review the work of assigned professional staff.
- Coordinate work in progress with personnel of other sections in Facilities.
- Train staff in procedures and policies relative to their work.
- Evaluate individual contributions and section performance and establish procedures to maximize the effectiveness of the section.
- Prepare periodic reports on status of work.
- Develop and recommend policies in the specific area of pollution abatement and environmental management.
- Advise operating managers concerning environmental objectives and assist in determining and implementing corrective action.
- Collect, evaluate, and disseminate pertinent information relating to pollution and maintain appropriate reference files.
- Represent The School Board of Broward County, Florida at regulatory hearings, legal actions, and legislative meetings.
- Maintain inventory of existing installations and their current status with regard to compliance with federal, state, and local regulatory laws.
- Review construction plans to determine if pollution control considerations are adequate and provide technical supervision for construction and installation of pollution control equipment.
- Maintain liaison with outside associations concerned with pollution control, corporate functional areas requiring information on pollution problems, and government personnel in regulatory agencies.
- Oversee the Project Managers I & II performance responsibilities.
- Coordinate the planning for new facilities and additions and alterations with educational staff, educational specifications and consulting architects and engineers.
- Assist in research and development of new products and construction techniques.
- Assist in the evaluation of new and existing facilities.
- Establish project cost budgets for funding allocations; assist consultants and educational staff in development of educational programs for projects; establish and update project schedules.
- Issue work orders to consultants, surveyors, and testing labs; verify consultants' invoices, and recommend payment; review in detail consultants' plans and specifications at stages of their development for conformance to budget funding, state regulations, program and design standards, completeness and accuracy; suggest changes, additions, and corrections, and coordinate submissions to State Board of Education for review and approval; monitor and verify consultants' cost estimates; schedule, attend, and write reports of meetings with consultants and using agencies.
- Coordinate bid advertisements and the printing and distribution of plans and specifications to bidders; schedule and conduct pre bid conferences with contractors and consultants; attend bid openings, evaluate bids and make recommendations for award of contract; coordinate signing of contracts with contractors; schedule and conduct pre-construction meetings with consultants, contractors, and subcontractors.
- Originate Notices to Proceed to contractors and work orders to consultants and testing labs; originate correspondence to consultants, educational staff, and contractors; review and recommend approval of periodic requisitions and supporting data from contractors, consultants, invoices, and testing lab invoices; review field inspection reports from construction supervisors and consultants.
- Check construction progress and keep educational staff informed; prepare change orders to contract; keep records of expenditures and consultants' payments; coordinate keying system and transfer of utilities from contractor to School Board.
- Inspect project for substantial completion and prepare list of deficiencies; inspect project for final acceptance; recommend final acceptance of facility on behalf of the School Board.
- Prepare performance reports on contractors and consultants. If defects are discovered during one (1) year warranty period, arrange for correction by contractor. Schedule and conduct inspection at end of warranty period and assure correction of defects by contractor.
- Maintain project administrative records and files to reflect logical continuity and complete project history.
- Attend School Board meetings and conferences with reference to work personally coordinated.
- Appears as witness in court with reference to site acquisitions on projects personally coordinated.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of seven (7) years within the last ten (10) years of 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 Indoor Air Quality Inspections.
- 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).
- Prior experience leading a team.
- Demonstrated ability to manage multiple projects within required deadlines.
- Computer skills as required for the position.
- ~~Current registration as an architect, engineer, or general contractor by the state of Florida.~~
- ~~Extensive knowledge of the principles and practices of architectural planning, design, construction, and related engineering work.~~
- ~~Must meet Florida certification requirements necessary to certify all related environmental works.~~
- ~~Extensive knowledge of State Board of Education Rules and Standards, contracts, forms, and procedures relative to construction management.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Degree major in public health and safety, environmental engineering or related field.
- Valid certification in American Council for Accredited Certification (ACAC), Council Certified Indoor Environmentalist (CIE), ACAC Council Certified Indoor Environmental Consultant (CIEC), or Florida State Licensed Mold Assessor.
- Hold current Certification as (EPA) Asbestos Management Planner.
- ~~A minimum of ten (10) years of experience and/or training in the field related to the title of the position.~~
- ~~Preferred degree major in architecture, engineering, or building construction.~~
- ~~Thorough knowledge of applicable building rules, laws, regulations, and design standards preferred.~~
- ~~Progressively more responsible work experience in the design, construction, and management of building projects preferred.~~
- ~~Progressively more responsible related work experience in engineering design of facilities for major commercial or public sectors preferred.~~
- ~~Bilingual skills preferred.~~

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

Represent the School Board of Broward County at regulatory hearings, legal actions, and legislative meetings. Maintain liaison with outside associations and government personnel regulatory agencies concerned with environmental compliance. Oversee, train and evaluate assigned professional staff and other personnel within the District.

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.

SUPERVISES: ~~This position supervises, project managers, architectural, and engineering consultants, and contractors.~~

FLSA OVERTIME CATEGORY:

~~Job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/13/89 &

Adopted 5/16/89

Realigned: 4/11/95

Title & Realignment Title Change: 3/19/96

Revised Organizational Chart: 5/9/00

Reporting Change: 5/01/2001

Board Adopted: 12/16/03

Revised: 5/12/06

Revised: 01/22/10

009-2010 Organizational Chart

Correction: 03/23/2010

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15

DRAFT