



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Environmental Health & Safety Specialist II
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 23
BARGAINING UNIT: BTU-TSP
REPORTS TO: Coordinator, Health & Safety
CONTRACT YEAR: Twelve Months

POSITION GOAL: To ensure The School Board of Broward County, Florida, maintains compliance with all applicable federal, state and local laws and provides guidance regarding best practices when dealing with the environmental health and safety of students, faculty, staff, visitors and the community at large.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Environmental Health & Safety Specialist II shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Identify and investigate the cause and control of unsafe conditions and/or acts relating to students and employees.
- Inform principals and administrators of the accident investigation and hazard evaluation results pertaining to the school and support facilities.
- Maintain a working relationship with various municipalities and their respective police departments, as well as city, county, and state officials for school related safety issues, placement of sidewalks, signals, crossing guards traffic control plan and school evacuation procedures.
- Conduct annual safety inspections of all schools and support facilities for fire, casualty and sanitation.
- Document results of inspections in report form to State Department of Education, School Board of Broward County, Local Fire Municipalities, District School Administrators, Cadre, and School Principals.
- Follow-up by means of return inspection to evaluate correction of cited deficiencies.
- Inspect vehicles and equipment operated by the School Board employees to evaluate their condition as related to safety.
- Review construction blueprints for health, safety, and sanitation compliance furnished by school facilities concerning additions, alterations and modifications to existing schools.
- Coordinate, facilitate, and attend meetings with stakeholders with regard to the environmental health and safety of students, staff and visitors or The School Board of Broward County, Florida.
- Assist the Director, Environmental Health & Safety before, during and after any declared emergency event affecting District facilities and in any recovery efforts as necessary following the event.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure compliance with applicable federal, state and local laws and codes with regards to environmental health and safety.
- Perform other duties as assigned by immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution with a minimum of three (3) years of experience within the last five (5) years, in the field related to the title of the position.
- Valid or eligible for registration or certification as one of the following: Certified Safety Professional (BCSP), Certified Industrial Hygienist (ABIH), Associate Safety Professional (BCSP), Graduate Safety Professional (BCSP), Registered Environmental Health Specialist (NEHA).
- Must complete SREF Chapter 5/69A-58 course within one year of appointment, in accordance with the Florida Building Code and State Requirements for Educational Facilities (SREF).
- Working knowledge of roads and streets within the county as they pertain to student safety enroute to and from school.
- Knowledge of accident prevention techniques.
- Knowledge of OSHA and other state and federal regulations pertaining to safety and health.
- Valid Florida driver's license and an acceptable driving record.
- Effective communication and interpersonal skills.
- Computer skills as required for the position, including proficiency in Microsoft Office.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Degree major in safety, environmental science, environmental health, occupational health.
- Experience in conducting and/or supervising safety related inspections.
- Board eligibility (ABIH or BCSP).
- Bilingual skills.

JOB PROGRESSION LADDER:

The Environmental Health & Specialist I and II jobs are designated as one job for the purpose of job progression when the employee has achieved an evaluation indicating that his/her job performance has met or exceeded the expectations of the job. The Environmental Health & Specialist I may be promoted to Environmental Health & Safety Specialist II after one (1) year of experience in the Environmental Health Safety Department, and approval of the Director, Environmental Health & Safety.

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

Frequently communicates with Cadre, Principals, Chief Building Official, Chief Fire Official, Facilities staff as well as external Municipal Fire Marshals & Inspectors, Health Inspectors, Outside Contractors, etc. as appropriate. The purpose is to ensure a comprehensive safety inspection of all District schools and facilities to identify and recommend improvements of unsafe and unsanitary conditions in a timely manner.

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.