

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

January 11, 2019

TO: School Board Members

FROM: Craig J. Nichols 
Chief Human Resources & Equity Officer

VIA: Robert W. Runcie 
Superintendent of Schools

SUBJECT: **Revision to Item # CC-3, Proposed New Job Description for the Environmental Health & Safety Specialist I, for the January 15, 2019 Regular School Board Meeting**

The job description for Item # CC-3, Proposed New Job Description for the Environmental Health & Safety Specialist I, for the January 15, 2019 Regular School Board Meeting, has been revised to include the following text on Page 2 of job description:

Minimum Qualifications & Experience:

- A Graduate Safety Practitioner designation awarded by the Board of Certified Safety Professionals (BCSP) may be substituted for the one (1) year of experience requirement.

Preferred Qualifications & Experience:

- 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).

RWR/CJN:im

c: Senior Leadership Team



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Environmental Health & Safety Specialist I
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 21
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 I shall carry out the performance responsibilities listed below.

- This position does not have supervisory responsibilities.
- Identify hazardous locations, unsafe, unsanitary or environmentally unfriendly conditions and/or acts relating to students and employees.
- Investigate and evaluate employee and student injuries, illnesses, incidents, accidents and near misses to prevent re-occurrence.
- Support research, implement and monitor industrial hygiene and environmental related conditions which may affect employee working environment and student learning environment. Investigate and evaluate to control and resolve issues as needed.
- Conduct inspections, consultations, and investigations of operational activities, locations, events, property and equipment for compliance with all applicable local, state and federal regulations.
- Support the coordination of asbestos, mold, lead abatement, and other environmental projects with District personnel, contractors, and consultants. Schedule and attend coordination meetings as appropriate.
- Provide oversight for work performed by environmental health and safety consultants and contractors as assigned.
- Support and process notices to proceed to contractors, as well as work orders to consultants and testing laboratories. Under direct supervision, issue correspondence to consultants, contractors, testing labs, and District personnel, regarding environmental health and safety inspections, laboratory analysis, projects, studies, consulting, etc.
- Under direct supervision, complete testing, monitoring, research, technical report writing, analysis and assessments to identify, evaluate and control environmental health and safety issues and provide recommendations to ensure student and employee protection.
- Support hazardous walking evaluations, vehicular and traffic safety reviews to minimize hazards and promote prevention.
- Periodically inspect vehicles and equipment operated by School Board employees to evaluate their condition.
- Support inspection of District facilities, as appropriate, throughout the county for Casualty Safety and Sanitation in accordance with State Requirements for Educational Facilities (SREF).
- Participate in emergency preparedness and response activities as assigned by the immediate supervisor or designee.
- 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 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 compliance with applicable federal, state and local laws and codes with regard to environmental health and safety.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree with one (1) year experience in safety. A Graduate Safety Practitioner designation awarded by the Board of Certified Safety Professionals (BCSP) may be substituted for the one (1) year of experience requirement.
- 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).
- Knowledge of OSHA and other state and federal regulations pertaining to safety and health.
- Effective communication and interpersonal skills.
- Computer skills as required for the position, including proficiency in Microsoft Office.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- 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).
- Knowledge of roads and streets throughout the county as they pertain to student safety enroute to and from school.
- Knowledge of accident prevention techniques; state and federal regulations as they pertain to safety and health.
- Bilingual skills.

JOB PROGRESSION CAREER 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 & Safety Specialist I may be promoted to Environmental Health & Safety Specialist II after one (1) year of experience in the Environmental Health & Safety Department, and upon approval by the Director, Environmental Health & Safety.

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

Frequently communicates with Cadre, Principals, Chief Building Official, Facilities staff, 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.