



PERSONNEL COMMISSION

Class Code: 0610
Salary Range: 42 M2

ENVIRONMENTAL HEALTH AND SAFETY MANAGER

JOB SUMMARY

Under general direction, plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous materials handling and student and employee safety; serve as the District's Chemical Hygiene Officer, , Respiratory Protection Administrator and oversee other CAL/OSHA standards as required by the District's Injury, Illness, Prevention Program (IIPP); train, supervise, and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate, implement and manage the District's Environmental Health and Safety (EHS) programs, including hazardous materials handling, the District's Chemical Hygiene Program and the health and safety of the District's students and employees; assure compliance with applicable laws, codes, rules and regulations. **E**
- Identify conditions which could produce accidents and financial losses and evaluate potential extent of injuries resulting from accidents; develop accident prevention programs and control systems for incorporation into operating policies of the District and the District's Injury, Illness, Prevention Program (IIPP). **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct or direct research studies to identify hazards and evaluate loss producing potential of systems, operations or processes. **E**
- Compile, analyze and interpret numerical data relating to occupational exposure or risk factors concerning occupational health and safety; prepare reports to assist in mitigating occupational exposure or safety risks. **E**
- Coordinate safety activities of unit managers to assure implementation of District-wide safety activities; plan, implement and evaluate safety education programs and related training sessions for District staff. **E**
- Serve as a liaison with outside organizations such as fire departments, mutual aid societies and rescue teams to exchange information and provide mutual assistance. **E**
- Serve as the District's Chemical Hygiene Officer (DHCO); establish and maintain the District's Chemical Hygiene Program (DCHP); assure the proper inventorying, labeling, handling, storage and disposal of laboratory chemicals; write specifications for removal and disposal of hazardous laboratory chemicals. **E**

- Assure incoming hazardous materials are accompanied by a Material Safety Data Sheet (MSDS); oversee hazardous waste shipments to Storage, Treatment and Disposal Facilities (TSDF); sign universal hazardous waste manifests. ***E***
- Prepare contract bid specifications; coordinate, schedule and inspect contracted work; confer with contractors to assure satisfactory and timely completion of contracted services. ***E***
- Survey sites, buildings, building systems and equipment for EHS concerns and the presence of hazardous materials including asbestos, lead based paint and mold; record findings and submit related reports; recommend mitigation techniques. ***E***
- Arrange for air sampling tests before, during and after activities such as asbestos abatement, lead based paint stabilization or mold remediation. ***E***
- Investigate complaints of unhealthful or unsafe work conditions; take samples as needed; determine the scope of work necessary to assure the health and safety of students and staff; coordinate appropriate remedial action. ***E***
- Oversee the Maintenance Department's IIPP and serve as the Maintenance Respiratory Protection Administrator. ***E***
- Work cooperatively with local, State, and federal agencies involved with health and safety conditions at District sites; take appropriate samples for analysis in accordance with EPA and OSHA requirements. ***E***
- Estimate and order materials, equipment and supplies needed for hazardous material control and health and safety work; submit disposal tax forms and fees. ***E***
- Provide technical expertise and information to District administration regarding assigned functions and participate in the formulation of policies, procedures and programs; advise administration of unusual issues and recommend appropriate corrective action. ***E***
- Maintain and direct the maintenance of a variety of records and files related to assigned activities including asbestos abatement, hazardous waste disposal, lead-based paint stabilization and MSDS's; inspect site asbestos files to assure compliance with the Asbestos Hazard Emergency Response Act (AHERA). ***E***
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. ***E***
- Utilize industrial hygiene equipment for EHS testing purposes; wear and maintain Personal Protective Equipment (PPE) as necessary. ***E***
- Attend and participate in a variety of meetings, conferences, and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions; coordinate and serve on assigned committees; prepare and deliver presentations as requested. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification will plan, coordinate, implement and manage the District's Environmental Health and Safety programs, including hazardous material handling and student and employee safety. In addition, an incumbent will serve as the District's Chemical Hygiene Officer and will establish and maintain the District's Chemical Hygiene Program for safe control, handling, storage and disposal of hazardous laboratory chemicals and supplies. An incumbent conducts District safety training and applies a working knowledge of Industrial Hygiene principles related to occupational safety and health.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, materials, tools and equipment used in asbestos abatement.
Methods and procedures related to exposure, handling, storage and disposal of hazardous substances.
Technical aspects of field of specialty.
Indoor air quality and environmental quality standards and best management practices.
Methods of environmental sampling and interpretation of results.
Laws, codes, rules and regulations related to assigned activities.
Principles of modern health, safety, industrial hygiene and environmental health.
Mathematical computations.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.

Ability to:

Plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous material handling, storage and disposal and student and employee safety.
Assure compliance with applicable laws, codes, rules and regulations.
Read, interpret and work from diagrams, blue prints, plans, sketches and specifications.
Prepare draft drawings or sketches of work to be completed.
Conduct safety investigations and make preventative or corrective recommendations.
Utilize and maintain tools, equipment and materials related to asbestos and hazardous material safety.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Establish and maintain effective working relationship with others.
Train, supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.

Maintain records and prepare a variety of reports.
Analyze statistical data and perform mathematical calculations.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in environmental science, chemistry, biology or a closely related field.

Experience:

Three years of environmental health and safety experience in a large institutional or industrial setting including one year in a supervisory capacity and experience working with chemical hygiene programs.

OR

Three years as an Environmental Health and Safety Technician with the Long Beach Unified School District.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

The following certifications are desirable:

Asbestos Hazard Emergency Response Act (AHERA) Building Inspector and Management Planner

California Department of Health (CDPH) Lead Inspector/Assessor

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER)

Incumbents must successfully pass an asbestos respiratory medical examination and an initial lead medical examination at the time of appointment at the District's expense.

This is in compliance with the Title 8 of the California Code of Regulations, Sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease, chemicals, gases.
Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and conduct site visits.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling, stooping or crouching.
Reaching overhead, above the shoulders and horizontally to reach files and supplies.
Lifting and carrying items weight up to 50 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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