

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### [INDOOR AIR QUALITY] ENVIRONMENTAL SPECIALIST

**SALARY SCHEDULE: SSP-13**

**COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in [Physical]Chemistry, Biological or Environmental Science, or [Associates Degree with a minimum of five (5) years experience in the field of Environmental Health Sciences with relevant Certification(s), or a minimum of seven (7) years of experience in the field of Environmental Health Sciences with relevant certification(s).] other related degree, with a minimum of 2 years' experience in the field of Environmental Health Sciences.
- (2) Experience in performing Indoor Environmental Quality (IEQ) evaluations, pest control and/or regulated waste management.
- (3) Experience in inspecting for hazardous conditions in a variety of settings and understanding the processes which can produce hazardous conditions or indoor environmental pollutants.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of various design and operation features of HVAC systems. Knowledge of sampling, chain of custody, and analysis techniques for hazardous materials and indoor environmental pollutants. Knowledge of remediation methods for hazardous materials, pest control and indoor environmental pollutants. Ability to plan and coordinate activities of contractors and/or in-house personnel involved in remediation projects. Ability to work effectively with personnel involved in the day-to-day management and operation of School District facilities. Ability to organize, write and present clear and concise inspection reports.

**REPORTS TO:**

Manager, Safety and Compliance

#### JOB GOAL

To assist Manager in the development, coordination and implementation of programs and procedures related to Environmental Quality in the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform Indoor Environmental Quality (IEQ) evaluations for School Board facilities to include HVAC mechanical systems components.
- \* (2) Investigate concerns related to exposures to hazardous materials, pests and indoor environmental pollutants.
- \* (3) Coordinate and supervise the work of outside contractors involved in the inspection, identification and remediation of hazardous materials, pests and indoor environmental pollutants.
- \* (4) Develop an information management system and maintain accurate records of complaints, investigations and follow-up activities related to indoor environmental concerns, hazardous materials, and pest control.
- \* (5) Develop and deliver employee training related to hazardous materials, indoor environmental pollutants and other related topics.
- \* (6) Keep informed of current and proposed guidelines/regulations/legislation related to assigned area.

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- \* (7) Coordinate the actions of agencies, vendors and/or in-house personnel to comply with Federal, State and County regulations.
- \* (8) Keep appropriate person(s) informed about deficiencies and concerns related to environmental standards.
- \* (9) Respond to inquiries and concerns in a timely manner.
- \* (10) Follow all School Board Policies, rules and regulations.
- \* (11) Demonstrate initiative in the performance of assigned responsibilities.
- \* (12) Provide for a safe and secure workplace.
- \* (13) Model and maintain high ethical standards.
- \* (14) Maintain confidentiality regarding work-related matters.
- \* (15) Participate in workshops and training sessions as required.
- \* (16) Exhibit interpersonal skills to work as an effective team member.
- \* (17) Demonstrate support for the School District and its goals and priorities.
- (18) Perform other incidental tasks consistent with the goals and objectives (of this position) within the District's Health and Safety program.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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 District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities