

Durham Public Schools
Job Description

Job Title: Coordinator - Environmental Health and Hazard Mitigation
Reports to: Executive Director of Construction, Capital Planning and Sustainability
Salary: Published Scale
Status: Permanent, Full Time, Classified, Exempt

Summary:

The Coordinator - Environmental Health and Hazard Mitigation (EHHM) develops, implements, and monitors District environmental safety and hazardous materials programs and policies to ensure compliance with federal, state and local environmental, safety and hazardous material regulations. Maintains safety equipment inventory, periodic safety inspections, and monitors hazardous materials, and waste material vendors work and removal of hazardous materials. Interacting with a variety of departments, coordinates training in hazardous material handling and in emergency response to hazardous materials. Monitors environmental health compliance and serves as first contact liaison with regulatory agencies. Alerts leadership team with corrective action plans where environmental and hazardous materials exist.

Supervision and Control over the work:

The Coordinator - EHHM performs under the general supervision and is guided by Durham Public Schools Board policies and procedures, as well as federal and state laws and regulations. The Coordinator - EHHM serves as the district expert in Environmental Safety and Hazardous Materials operations to accomplish the goals and objectives established by District leadership for the environmental health and hazard mitigation program.

Major Duties and Responsibilities (May include, but not limited to, the following):

1. Develops and evaluates the effectiveness of District policies and procedures pertaining to environmental safety and hazardous materials, and updates as appropriate.
2. Develops and conducts environmental safety and hazardous material training programs, indoor air quality, hazardous materials, lead awareness training, and hazardous communications training for District employees.
3. Creates and conducts training and materials pertaining to environmental safety and hazardous materials.
4. Ensures that appropriate corrective action is taken where health and safety concerns exist.
5. Directs activities related to EHHM programs and ensures District compliance with any applicable regulations, reviews requirements regarding safety aspects.
6. Develops appropriate electronic and hard copy reports and records. May develop new or revise existing electronic and hard copy systems and makes internal and external presentations.

7. Maintains Data Matrix for Fire Marshall Reports, Digital data for EPA, OSHA, DCOFM and all updates to ensure compliance.
8. Develops and maintains data analytics for EHHM program.
9. Collaborates with senior and executive leadership to develop and implement current and annual technical, schedule, quality and financial objectives for the EHHM program to ensure strategic business objectives are met.
10. Promotes workplace safety, and assists in the development, maintenance, and management of EHHM programs at facility site(s) including proactive incident and illness prevention, respiratory protection, contractor safety, and hazardous material management.
11. Completes all regulatory reporting requirements (NFPA, OSHA, EPA, NFPA).
12. Ability to maintain confidentiality on all issues related to the position.
13. Pursues educational opportunities and certifications to maintain advanced and up-to-date knowledge in the field.
14. Conducting investigations of environmental concerns, including gathering and analysis of data, development of implementation of solutions, and development and delivery of reports to diverse populations; coordinating outside consultants as necessary.
15. Ensure knowledge of federal, state, and local funding and/or reimbursable funds such as ARPA.

Minimum Education, Experience, and Requirements:

Bachelor's degree and two years' experience in environmental safety and hazardous material, applying the principals and practices of program/project planning and management as well as:

Must have knowledge of advanced principles, practices, and methods of Environmental Safety and Hazardous Materials programs.

Must have knowledge of and ability to apply federal, state, and local laws and regulations applicable to various Environmental Safety and Hazardous Material program responsibilities.

Advanced program management and organization skills.

1. Skill in the use of program support technology, office software, spreadsheets, presentations, and databases.
2. Ability to interact with employees and administrators personally and in writing, internal and external.
3. Possess a valid state driver's license and ability to be insured by District insurance provider.

Physical Requirements:

1. The physical demands and work environment described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
2. While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb, talk, lift, carry, move about, hear, and speak. Employees may be required to perform extensive work at a computer display terminal.
3. The employee must occasionally lift and/or move 25 to 50 pounds.

4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.