



# DIRECTOR – ENVIRONMENTAL HEALTH, SAFETY AND CODE COMPLIANCE

## SUMMARY/SCOPE/GOAL

Ensure all School Board of Brevard County students and employees are provided with a safe and healthy environment in which to learn and work. Direct manpower and materials to facilitate regulatory compliance and minimize the environmental, health and safety-related issues.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree in Business, Science, Environmental Science, Building Construction, or related field from an accredited educational institution.
- Minimum five (5) years' supervisory experience in the field of environmental, health, and/or safety practices.

#### PREFERRED/DESIRED:

- Master's Degree preferred.
- Experience with State Requirements for Educational Facilities preferred.
- Experience with Florida Building Code Administration preferred

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- National Board-Certified Safety Professional or an accredited certification in a specific field of safety practices and/or equipment or ability to obtain within one (1) year of employment.
- Must possess a current Fire Safety certification pursuant to FL 1013.12 and State Fire Marshal's Rule 69A.58 or ability to obtain within one (1) year of employment.
- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

- Licensed as Building Code plans examiner, Building Code inspector or Building Official (Florida preferred).

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Review governmental regulations, guidance documents, and other publications and disseminate the findings to members of the department and others as required. Research and report changes in related rules/regulations and industry best practices to the Board and/or administrators.
2. Develop, maintain, and administer district programs including, but not limited to, environmental health, casualty safety, custodial operations, integrated pest management, hazardous waste disposal/minimization and emergency response, fire prevention/safety, playground safety,

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asbestos, lead based paint, radon, and sanitation, as necessary to meet the parameters of related rules and regulations, and as a means to minimize the district's exposure-related liabilities.

3. Design and implement in-service training and technical assistance for district personnel as required by laws, codes, or regulations.
4. Assist District personnel in the planning and budgeting for required environmental, health and safety programs by forecasting regulatory requirements and industry standards.
5. Serve as liaison with the District's Office of Risk Management and actively participate on cross-functional teams relating to safety and emergency operations.
6. Perform Fire Official duties as required by the State Fire Marshal's rule and Florida Statutes.
7. Act as Local Education Agency (LEA) designee for all asbestos issues.
8. Manage Building Code Compliance function for the District, which includes in-house staff and consulting services. Ensure permitting processes comply with regulatory requirements while also remaining responsive to the time constraints associated with the District's construction season.
9. Manage supervision of non-school based custodial teams.
10. Lead cross-functional, interdepartmental teams to address issues within scope of responsibility.
11. Participate in District-wide strategic planning and develop supporting strategic initiatives for Environmental Health, Safety and Code Compliance.
12. Develop budgets for Environmental Health, Safety and Code Compliance cost centers.
13. Manage personnel effectively including annual goal setting and performance evaluations.
14. Communicate effectively, including written reports and oral presentations to the School Board, community groups and advisory committees.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Knowledge of current laws and regulations related to environmental, health and safety issues including, but not limited to, the Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), and the Department of Environmental Protection (DEP), Skills in the use of various environmental testing equipment and interpreting related analytical data.

Knowledge of Florida Building Code and State Requirements for Educational Facilities. Knowledge of building design and construction as it relates to school facilities. Ability to read and understand construction documents including working drawings and specifications for general construction, mechanical and electrical systems. Knowledge of construction contracts and enforcement techniques.

Must possess good organizational skills, must be computer-oriented and be familiar with computerized programs such as scheduling programs, cost control, spreadsheets, word processing, electronic mail, and computer programs.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to

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use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

#### (M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

#### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

#### TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

#### FOR HR USE ONLY:

|                         |                     |                         |   |
|-------------------------|---------------------|-------------------------|---|
| <b>DIVISION:</b>        | Facilities Services | <b>DEPARTMENT:</b>      | Plant Operations and Maintenance                          |
| <b>TITLE CODE:</b>      | D0379               | <b>CONTENT BY:</b>      | Susan Hann – Assistant Superintendent Facilities Services |
| <b>GRADE:</b>           | 29                  | <b>COMPENSATION:</b>    | Ellie Kelly – Human Services                              |
| <b>UNIT:</b>            | NB (Exempt)         | <b>LABOR RELATIONS:</b> | Karyle Green, Ed.D.                                       |
| <b>LAST BOARD APVD:</b> | 6/22/2021           | <b>CLASSIFICATION:</b>  | Beth Thedy, Ed.D.   |
| <b>SCHEDULE:</b>        | 8 Hrs. – 12 Mos.    |                         |   |

| REV: | DATE:      | REVISION CONTROL:  | INITIATED BY:   |
|------|------------|--|---|
| 1.0  | 06/04/2021 | Developed  | Susan Hann – Assistant Superintendent Facilities Services |
| 2.0  | 6/22/2021  | Update grade to 29                                       | Beth Thedy, Ed.D.   |
| 2.1  | 12/6/2021  | Update physical requirements to ADA format, add schedule | Ellie Kelly – Human Resources                             |
|      |            |  |   |

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*