

## DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY

### DEFINITION

Plans, develops, and directs District-wide environmental compliance, environmental health, occupational health and safety, and site assessment policies and programs.

### TYPICAL DUTIES

- Directs District-wide programs in the areas of employee health and safety, environmental compliance, emergency preparedness, site assessment, and emergency response for issues related to environmental, health, and safety.
- Directs District-wide oversight and compliance monitoring of asbestos removal and remediation activities.
- Develops the District's environmental health, occupational health and safety and environmental compliance policies and programs in consultation with governmental agencies, other divisions and the public.
- Develops procedures for review of technical reports, including compliance audits and evaluation of program effectiveness.
- Oversees District compliance with environmental regulations pertaining to safety, fire prevention, industrial hygiene, hazardous waste management and proposed new school site assessment.
- Oversees coordination of the District's Waste Management Program and development of waste management policies, programs, and performance measurement activities.
- Oversees the coordination and management of the California Environmental Quality Act program and the District's High Hazards Program.
- Directs OEHS personnel management and staff relations, training and discipline.
- Develops management policies and procedures within the organization to assure that District activities are carried out in compliance with applicable laws and regulations.
- Directs accident investigations, establishes criteria for inspections, authorizes necessary corrective measures, and may prohibit unsafe equipment, facilities and operations.
- Represents the District in meetings with the media and representatives of various agencies on matters dealing with environmental health and safety issues.
- Meets with and may address a variety of groups, including students, parents, employees, administrators, officials of public agencies, and community organizations.
- Prepares and presents reports to committees and general sessions of the Board of Education.
- Supervises the preparation of policies pertaining to environmental health, occupational health and safety, environmental compliance, fire prevention, industrial hygiene, hazardous materials and other related issues.
- Reviews proposed legislation related to environmental health, occupational health and safety, and environmental compliance; meets with elected officials and governmental committees, and may propose legislation in consultation with the Office of Legislative and Governmental Affairs.
- Directs the review of contracts and assures work performed by contractors is in compliance with State, federal, local, and District requirements.
- Directs the review of architectural, engineering, and equipment plans for proposed projects to assure environmental and safety engineering protocols, regulatory requirements and District policies.
- Oversees the inspection of the District's Emergency Operations Centers (EOC) in coordination with the staff from Non-Academic Facilities planning.
- Provides consultation and recommendations on equipment selection and maintenance, construction/design, and assuring facility operability.
- Directs and participates in the training of personnel.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Environmental Health and Safety is the District's senior manager responsible for planning, development and implementation of environmental compliance, environmental health, occupational health and safety, and site assessment programs aimed at ensuring the health and safety of students and staff.

The Deputy Environmental Health and Safety Director assists in the overall administration of Environmental Health and Safety, carries out special projects, and acts for the Director during absence and in the exercise of delegated authority, and serves as the District's CEQA officer.

## SUPERVISION

Administrative direction is received from the Chief Executive Officer, District Operations and Digital Innovation. Administrative direction is exercised over subordinate management staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of occupational safety, and environmental compliance and health
- General Industry Safety Orders and other applicable safety and environmental regulations of governmental agencies
- Construction, maintenance, and environmental hazards to be found in large public school systems
- Principles of site environmental assessment
- Basic principles of contract law, public purchasing, research, cost analyses and control, budgeting, accounting, and merit-system personnel administration
- Accident prevention techniques and devices
- California Environmental Quality Act requirements
- Federal and State regulations applicable to District employees, students, and District operations
- Activities and facilities of national, State, and local safety professional organizations
- Administrative organization of Los Angeles Unified School District
- Principles of public relations
- Principles of training, employee evaluations, and employee relations
- Concept of progressive discipline

### Ability to:

- Formulate and implement program goals, objectives and schedules
- Plan and direct multiple programs, operating changes, and evaluate operational effectiveness
- Recognize hazardous conditions and determine appropriate corrective measures
- Communicate effectively in writing and orally on technical matters
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze written materials and oral communications
- Read blueprints, architectural drawings, and other plans
- Recognize physical symptoms of occupational injury and illness
- Work effectively with District personnel, members of the media and the public

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a major in environmental health, industrial engineering, environmental engineering, industrial hygiene, or a closely related field.

### Experience:

Four years of executive or managerial experience in the environmental health and safety field, three years of which must be in developing and implementing or coordinating environmental health, occupational safety and health, environmental compliance, accident prevention, or hazardous waste programs for a large private or public organization. Two years of supervisory experience is required.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

## SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. Exempt from FLSA.
3. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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