

DEPUTY ENVIRONMENTAL HEALTH AND SAFETY DIRECTOR

DEFINITION

Assists the Director of Environmental Health and Safety by planning, organizing, assigning, directing, and giving oversight to activities of the Office of Environmental Health and Safety, and participating in the planning and implementation of policies and programs of the District at the executive level, and serves as the District's designated alternate California Environmental Quality Act (CEQA) officer.

TYPICAL DUTIES

- Oversees District-wide programs in the areas of employee health and safety, student health and safety, emergency preparedness and response, safe school planning, traffic safety, and site assessment.
- Identifies areas of environmental and safety risk within the District for risk mitigation, reduction, and abatement.
- Implements Environmental Health and Safety (EHS) policy development.
- Initiates and provides technical guidance on major EHS issues and/or legislative perspectives to ensure that the Office is positioned to respond to high-profile, unprecedented issues, and situations.
- Reviews and approves recommendations regarding objectives for accident prevention and employee safety programs, and priorities for program implementation, and evaluates program effectiveness.
- Coordinates District compliance with legal requirements pertaining to safety, fire prevention, industrial hygiene, emergency preparedness, safe school planning, traffic safety, environmental compliance, and hazardous waste.
- Directs and evaluates the line management and supervision of the organization's staff.
- Develops or reviews personnel management policies and procedures within the organization and assures that personnel programs and transactions conform to regulations and District policies.
- Oversees environmental health and accident investigations, establishes criteria for site inspections, authorizes necessary corrective measures, and may prohibit use of unsafe equipment and facilities.
- Plans, administers, and allocates funds from the Office of Environmental Health and Safety (OEHS) budget to support operations and programs.
- Obtains funding through grants and other methods.
- Establishes or recommends schedules and priorities, including contingency plans, and may direct the allocation of resources in emergencies.
- Performs liaison duties with the media and representatives of various agencies concerned with health and safety.
- Meets with and may address a variety of groups, including employees, administrators, officials of public agencies, and community organizations.
- Prepares and presents reports to committees of the Board of Education.
- Supervises the preparation of final copy for publication of regulations and bulletins pertaining to safety, fire prevention, industrial hygiene, emergency preparedness, safe school planning, traffic safety, and hazardous materials.
- Reviews, analyzes, and advises the Office of Legislative and Governmental Affairs on the impact and effects of proposed legislation related to industrial safety and environmental health, and may propose legislation.

Directs the review of work performed by contractors for compliance with State, federal, local and District safety requirements.

Directs the review of architectural, engineering, and equipment plans from the standpoint of safety.

Directs and participates in the training of personnel.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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

An Environmental Health Manager assists in planning, developing, and implementing safety programs related to environmental conditions and accident prevention.

SUPERVISION

The Deputy Environmental Health and Safety Director receives administrative direction from the Director of Environmental Health and Safety. Administrative direction is exercised over lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- EHS disciplines, e.g., environmental/safety engineering, physical science, industrial hygiene, physiology, toxicology, or epidemiology
- General Industry Safety orders and other applicable safety regulations of governmental agencies
- Construction, maintenance, and environmental hazards to be found in a large public school system
- Basic principles of contract law, public purchasing, research, cost analyses and control, budgeting, accounting, and merit-system personnel administration
- Accident prevention techniques and devices
- Federal and State environmental health and safety regulations applicable to District employees, students, and District operations
- Activities and facilities of national, State, and local safety professional organizations
- Administrative organization of the Los Angeles Unified School District
- Principles of public relations
- Principles of training, employee evaluations, and employee relations
- Concepts of progressive discipline
- Principles of program management in order to develop District-wide programs, policies, and performance measures
- Operation of an office computer and basic software applications

Ability to:

- Plan and direct multiple programs, delegate to subordinates, and evaluate operational effectiveness
- Recognize hazardous conditions and unsafe acts and determine appropriate corrective measures

Communicate effectively in writing and orally
Make, support, and explain recommendations and decisions
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 and the public
Create work environment that encourages creative thinking and maintains focus, intensity, and persistence even under adversity
Develop and implement organizational vision, which integrates key program goals, priorities, values, and other factors
Balance change and continuity
Make timely and effective decisions
Produce results through strategic planning and the implementation and evaluation of programs and policies
Design and implement strategies that maximize employee potential and foster high ethical standards in meeting the District's vision, mission, and goals
Explain, advocate, and express facts and ideas in a convincing manner
Negotiate with individuals and groups internally and externally
Develop an expansive professional network with other organizations
Identify internal and external politics that impact the work of the organization

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in environmental health, industrial engineering, environmental engineering, industrial hygiene, a physical science, or a closely related field. A master's degree in environmental health or a closely related field and professional certification are preferable.

Experience:

Three years of experience at or above the managerial level in the field of environmental health and safety, two years of which must be in developing and implementing or coordinating environmental health, accident prevention, site assessment, or hazardous waste programs for a large private or public organization. Two years of supervisory experience in the environmental health and safety field is required. The supervisory experience may be concurrent with the experience as a manager.

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 NOTE

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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PJO

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