

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Environmental Services Supervisor	REPORTS TO:	Executive Director - Maintenance & Operations
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	May 1996	SALARY:	E-17/Management Salary Schedule

BASIC FUNCTION:

Plan, coordinate, organize and monitor the District environmental, energy management and emergency services activities and programs; assure compliance with applicable federal, State and local laws, rules and regulations; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Coordinate, recommend, implement and monitor programs and activities related to the proper handling and disposal of hazardous materials, toxic substances and asbestos abatement. *E*

Monitor and review the work of the Energy Management Technician in the control and operation of the heating and air conditioning of District sites; train, supervise and evaluate the performance of assigned staff. *E*

Coordinate the District emergency services and response with County and State offices of emergency services and other agencies. *E*

Establish and monitor the District recycling program. *E*

Coordinate the transportation and disposal of hazardous and toxic materials; prepare related reports. *E*

Monitor and review the asbestos inspection activities; coordinate asbestos removal contracts with consultants; maintain site management plans; assure compliance with AHERA rules and regulations. *E*

Monitor and review the maintenance of underground storage tank logs; schedule annual leak testing; prepare related reports and file with appropriate agencies. *E*

Provide information and respond to questions, issues and concerns from related governmental agencies. *E*

Conduct a variety of awareness, training and Right-to-Know programs and in-services for District employees as required. *E*

Prepare and maintain a variety of records and reports related to environmental, energy management and emergency services activities and programs; file with local, State and federal agencies as required. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level training in business administration or environmental health and two years hazardous material management.

LICENSES AND OTHER REQUIREMENTS:

AHERA Inspector/Management Planner certificate and registration.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Local, State and federal environmental health regulations related to the treatment and removal of hazardous materials and underground storage tanks.
Environmental government agencies.
Preparation of labeling, profiling and manifesting hazardous and toxic waste.
Appropriate testing procedures related to hazardous materials sampling.
Asbestos Hazard Emergency Response Act (AHERA) provisions and regulations.
Public speaking techniques.
District organization, operations, policies and objectives.
Principles of training and providing work direction.

ABILITY TO:

Plan, coordinate, organize and monitor the District environmental, energy management and emergency services activities and programs
Assure compliance with applicable federal, State and local laws, rules and regulations.
Coordinate the transportation and disposal of hazardous and toxic materials; prepare related reports.
Monitor and review the maintenance of underground storage tank logs.
Schedule annual leak testing.
Prepare related reports and file with appropriate agencies.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Train, supervise and evaluate personnel.
Analyze situations accurately and adopt an effective course of action.
Prepare and deliver oral presentations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard.