

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

**TITLE:** Supervisor, Environmental Health & Safety Services      **REPORTS TO:** Director of Operations  
**DEPARTMENT:** Maintenance & Operations      **CLASSIFICATION:** Management  
**FLSA:** Exempt      **WORK YEAR:** Varies  
**BOARD APPROVAL:** August 9, 2023      **SALARY:** E-22/Management Salary Schedule

**BASIC FUNCTION:**

Plan, coordinate, organize, implement and monitor the District's environmental, energy management, health, safety and emergency services activities and programs; function as the District Chemical Hygiene Officer (DCHO); assure compliance with applicable federal, State and local laws, rules and regulations; train, supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

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 Asbestos Hazard Emergency Response Act (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 including job awareness, Occupational Safety and Health Act (OSHA), AHERA 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*

Function as the District's Chemical Hygiene Officer (DCHO); establish and maintain the District's Chemical Hygiene Program (DCHP); assure the proper inventorying, labeling, handling, storage and disposal of laboratory chemicals; write specifications for removal and disposal of hazardous laboratory chemicals. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

AHERA Inspector/Management Planner certificate and registration.  
California Department of Health (CDPH) Lead Inspector/Assessor certificate.  
Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate.  
Qualified Applicator License (QAL).  
OSHA certificate.

Incremental progress requirement towards obtaining all required certificates within six (6) months of hire date in position.

- Verification of registration for certification within 45 days of hire
- Provide proof of completed certifications for all required certificates

Must maintain current certification for all required certificates and provide proof of renewal.

**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.  
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, implement and monitor the District environmental, energy management, health, safety and emergency services activities and programs.  
Function as the DCHO.  
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:** Office environment and indoor and outdoor school site and facilities work environments; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions; exposure to fumes, dust, odors, oil/grease, chemicals, gases; emergency call out; constant interruptions; intermittent noise; repetitive activities.

**PHYSICAL ABILITIES:** With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard and specialized equipment; seeing to read a variety of materials related to assigned activities and conduct site visits; sitting or standing or walking for extended periods of time; bending at the waist, kneeling, stooping or crouching; reaching overhead, above the shoulders and horizontally to reach files and supplies; lifting and carrying items up to 50 pounds in weight.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***