

DIRECTOR OF SCHOOL ENVIRONMENTAL SAFETY

Code No.: 3-08-207
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in a school district responsible for administering a program encompassing a variety of environmental safety factors. Work involves assessing district compliance with various health hazard laws and regulations, recommending and initiating methods for compliance, conducting related training for administrators and other school personnel, and conducting risk management assessments for insurance purposes. The employee works under general supervision from and reports directly to, an administrator. General supervision may be exercised over a professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Advises school administrators of the most current requirements, interpretations, and applications of various health hazard laws and regulations such as:

- I. SED, AHERA, EPA, NYS Asbestos Regulations
- II. Federal Hazard Communication Standard
- III. N.Y.S. Right-To-Know Law
- IV. EPA and DEC Small Quantity Generator Regulations
- V. DEC Bulk Petroleum Storage Regulations
- VI. SED Emergency Disaster Preparedness Regulations
- VII. Lead in School Drinking Water Mandates
- VIII. Radon
- VIV. N.Y.S. Department of Labor Safety and Health Standards
- X. Community Right-To-Know Laws

Formulates and provides school administrators with recommendations regarding activities to be conducted for compliance with these mandates;

Assists in collecting pertinent health hazard information from manufacturers (and other sources) concerning the hazardous chemicals used in schools;

Responds in a timely fashion to employee and administrative requests for health and safety information;

Organizes and provides awareness and health and safety training sessions for school administrators and employee groups, regarding the Right-to-Know

Law, AHERA Regulations and Emergency Disaster Preparedness Plans;

Makes recommendations and assists in the proper use, storage, and/or disposal of specific chemicals;

Establishes record-keeping systems regarding inventories, training and health hazard information (material safety data sheets);

Acts as a liaison between the schools and enforcing agencies, i.e. the State Education Department, N.Y.S. Department of Environmental conservation, N.Y.S. Labor Department, Environmental Protection Agency, N.Y.S. Health Department, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes and requirements of various health hazard laws such as N.Y.S. Right-to-Know Law, Federal Hazard Communication Standard, and other related mandates; good knowledge of the applications of such laws; good knowledge of risk management principles; working knowledge of the physical layout of the district's buildings; working knowledge of hazardous chemicals commonly found in school districts; ability to understand and interpret legislation pertaining to health hazard issues; ability to formulate and recommend compliance alternatives; ability to organize and conduct training on safety and health related issues and mandates; ability to conduct risk management assessments; ability to collect and assess statistical data; ability to establish a record keeping system; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years paid full-time or its part-time equivalent experience in a professional position including responsibility for program development, research, and evaluation, or personnel administration, two (2) of which shall involved implementing a plant or department-wide environmental and safety program, or for performing compliance reviews for a plant or department, involving interpreting and applying various environmental safety rules and regulations; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Health Science, Occupational Health, Industrial Hygiene, or Environmental Engineering,

plus one (1) year of paid full-time or its part-time equivalent experience implementing a plant or department-wide environmental and safety program, or for performing compliance reviews for a plant or department, involving interpreting and applying various environmental safety rules and regulations; OR,

- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 25, 1988

REVISED: November 30, 1989