

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Safety and Environmental Health Officer  
**Prepared Date:** 4/3/2006  
**Revised Date:** 7/2/2018  
**Work Year:** 220 days  
**Department:** Facilities  
**Reports To:** Executive Director of Facilities and Construction Management  
**Salary Range:** Middle Manager Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Safety and Environmental Health position is to carry out the day to day operations of the Facilities Management safety and environmental health duties and contribute to the application of effective Health, Safety and Environmental management by providing technical support.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Associates Degree in Safety and Environment or related field, or;
- Asbestos Management Abatement Supervisor/Worker Certification
- Five years of work experience in workplace safety and/or environmental health
- Certifications in First Aid, CPR, and AED or ability to obtain within 90 days.
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must maintain a driving record that meets the standards of the District insurance policy.
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- AHERA Inspector and Management Planner.
- Five (5) years of experience in workplace safety and or environmental management.
- Lead Paint Inspector.
- Certified Mold Assessor/Inspector.

**SKILLS AND KNOWLEDGE:**

- Excellent interpersonal and communication skills.
- Comprehensive knowledge of asbestos management and safety.
- Comprehensive knowledge of fire code and fire safety.
- Ability to work with CAD and drawings.
- Demonstrated knowledge of health and safety regulations and procedures.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties.
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals.
- Ability to work with employees and achieve cultural change in the face of potential resistance

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist in compliance reviews, general risk assessments and other safety assessments to support Facilities Management and the school district.
- Maintain relevant records and documentation.
- Maintain all AHERA Asbestos Management Plan records.
- Supervise and maintain all fire and security detection and alarm equipment.
- Maintain all boiler inspection records.
- Maintain all elevator inspection records.
- Supervise and maintain all fire suppression systems and equipment.
- Assist in the compliance of applicable laws and regulations.
- Prepare applicable environmental and safety reports as necessary.
- Provide assistance and advice on environmental and safety issues to make recommendations to Facility Management.
- Participate in detailed incident investigations and Root Cause Analysis
- Promote incident prevention for the benefit of employees and visitors.
- Assist in the development and presentation of relevant environmental and safety training
- Observe district policy, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately or reports them to the proper personnel.
- Maintain positive and proactive relations with all managers and employees, as well as customers and regulatory agencies.

- Comply with all Pueblo School District 60 policies and procedures.
- Plan and develop improvement and repair projects and also interact with private consultants/contractors, as needed and inspect and monitor contractual work for compliance with plans and specifications.
- Inspect all district facilities and properties on a regular basis to establish Facilities Management presence and provide support.
- Conduct and participate in Facilities Management Meetings/Trainings and schedule as needed.
- Write, implement, and manage environmental and safety Programs and Procedures
- Perform inspections of all safety, first aid and related equipment.
- Evaluate PPE and ensure proper use and maintenance of PPE
- Have knowledge and enforce compliance of Regulatory requirements (i.e. OSHA, EPA, Colorado Dept. of Health, etc.), including school district policies and procedures.
- Oversee Hazardous Waste Storage area and ensure regulatory agency compliance i.e. labeling, containment, proper disposal, documentation, etc.
- Perform Storm Water tracking records management.
- Assist in emergency response and provide first aid treatment.
- Oversee Behavior Based / Observation Safety Programs.
- Help develop Job Hazard Analysis (JHA) and ergonomic studies.
- Follow Fall Protection program, inspect all fall protection equipment and maintain inspection records.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Executive Director of Facilities

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Ability to see in low lighted or artificially lighted conditions is required. This position requires a work schedule of evenings, weekends and/or holidays.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	

Stationary Sitting					<b>X</b>
Walking (level surface)					<b>X</b>
Walking (uneven surface)				<b>X</b>	
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)			<b>X</b>		
Climbing (ladder)			<b>X</b>		
Reaching overhead		<b>X</b>			
Reaching extension		<b>X</b>			
Repetitive use arms		<b>X</b>			
Repetitive use wrists		<b>X</b>			
Repetitive use hands grasping		<b>X</b>			
Repetitive use hands squeezing		<b>X</b>			
Fine manipulation		<b>X</b>			
Using foot control			<b>X</b>		
*Pushing/Pulling Maximum weight: <b>100 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

### **WORKING CONDITIONS:**

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet.