

## ENVIRONMENTAL HEALTH MANAGER, SAFETY AND INDUSTRIAL HYGIENE

### DEFINITION

An Environmental Health Manager, Safety and Industrial Hygiene assists the Director in planning, developing, and directing District-wide safety, industrial hygiene, and accident prevention policies and programs.

### TYPICAL DUTIES

Plans, directs, and coordinates the various programs and activities related to safety, industrial hygiene, and accident prevention.

Develops various safety, industrial hygiene and accident prevention guidelines and procedures in accordance with local, State, and federal rules and regulations.

Plans and directs the monitoring activities during asbestos abatement.

Reviews and advises on existing and proposed environmental and occupational health legislation that may affect the District and may propose legislation.

Coordinates compliance activities for the District.

Directs and evaluates the line management and supervision of the organization's staff.

Directs accident prevention efforts, establishes criteria for site inspections, authorizes necessary corrective measures, and may prohibit use of unsafe equipment and facilities.

Plans and administers a budget.

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 industrial 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 the Board of Education.

Supervises the preparation and publication of District policies and procedures pertaining to safety, fire prevention, and industrial hygiene.

Directs and participates in the training of technical personnel.

Develops, implements, and maintains programs for the response and reporting of emergency situations, serious injuries and fatalities, major property loss events, and regulatory compliance incidents.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Health Manager, Safety and Industrial Hygiene assists in planning, developing, and implementing safety programs related to safety, industrial hygiene, and accident prevention.

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.

An Environmental Health Supervisor supervises and directs the activities related to various environmental health and safety programs such as the Asbestos Compliance Program, and/or accident prevention.

## SUPERVISION

General direction is received from the Director, Environmental Health and Safety or the Deputy Environmental Health and Safety Director. General direction is exercised over personnel assigned to the Office of Environmental Health and Safety.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of safety engineering
- General Industry Safety Orders and other applicable safety regulations of governmental agencies
- Maintenance and environmental hazards to be found in a large public school system
- Accident prevention techniques and devices
- Federal and State environmental health and safety regulations applicable to District employees, students, and District operations
- Activities 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
- Microsoft Windows operating systems and Office Suite programs

### 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
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze written materials and oral communications
- Recognize physical symptoms of occupational injury and illness
- Work effectively with District personnel and the public
- Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in environmental engineering, industrial hygiene, occupational health and safety, environmental and occupational health, or a closely related field. Additional qualifying experience may be substituted for up to two years of the required education on a three years of experience for one year of education basis. A master's degree in one of the above mentioned areas is preferable.

Experience:

Four years of experience in the environmental health and safety field above the professional entry level. Three years of this experience must be in developing and implementing or coordinating accident prevention or industrial hygiene programs for a large private or public organization. Two years of supervisory experience is required.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

Exempt from FLSA.

Requires wearing a negative pressure respirator.

Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders of the California Code of Regulations.

The Environmental Health Manager, Safety and Industrial Hygiene is subject to call at any hour.

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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