

## ENVIRONMENTAL ASSESSMENT COORDINATOR

### DEFINITION

Conducts investigations of proposed construction near and at school sites and of District acquisitions for schools to assess environmental impact and the feasibility of remediation and/or mitigation of hazardous substances and determines actions to be taken in accordance with federal, State, and District standards.

### TYPICAL DUTIES

Manages environmental project activities related to site investigations of existing District properties and new acquisitions by:

- Performing preliminary site assessments, supplemental site investigation, recommending remedial action work plans, and preparing removal action completion reports

- Reviewing historical records and maps

- Establishing priorities

- Preparing scope of work proposals

- Selecting consultants and monitoring their field work, assuring that proper protocols are followed

- Reviewing progress reports

- Monitoring project budgets and approving invoices

- Performing liaison activities with involved District branches and with State and local regulatory agencies.

Analyzes documents related to non-District project development near school sites to assess environmental impact on school populations and prepares responses stating the mitigation and/or remediation required.

Confers with representatives of federal, State, city, and county regulatory agencies and third-party project proponents to identify and negotiate plans for remediation of environmental hazards near District sites.

Prepares environmental impact documents related to District construction projects for review by the appropriate agencies and the community as required by federal, State, and District policies and procedures.

Performs liaison activities for the management or disposal of hazardous waste materials and underground storage tanks and for the analyses required to remediate the surrounding soil.

Reviews proposed legislation to determine its impact on District policies and procedures and to make appropriate recommendations.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Assessment Coordinator analyzes complex documents promulgated under State and federal law, manages and participates in the evaluation of District acquisitions and third-party construction to assess the environmental impact, and determines the actions required for remediation and/or mitigation of environmental hazards.

An Environmental Health Manager, Environmental Programs directs and oversees the planning, developing, and implementing of environmental programs related to environmental compliance, CEQA, and site assessment.

The Site Assessment Program Administrator manages and oversees site assessment and CEQA activities to ensure evaluation of District acquisitions, existing facilities, and assessment of environmental impacts.

## SUPERVISION

General supervision is received from the Site Assessment Program Administrator or from an Environmental Health Manager. General supervision is exercised over Environmental Health Specialists, and other technical and clerical personnel as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of safety engineering and hazardous materials control  
Requirements of the National Environmental Policy Act, the California Environmental Quality Act, and the federal and State Environmental Protection Agency policies and procedures  
Regulations promulgated by local agencies, such as the Regional Water Quality Control Board, Department of Public Works, and local fire departments  
Phase I, Phase II, and Phase III site assessment processes and requirements  
Methods and technologies for testing and remediation of air, surface, and sub-surface contamination  
Legal requirements and current practices and options for containment and/or removal of hazardous waste materials and underground storage tanks  
Methods of developing and preparing job specifications and scope of work proposals  
Methods of measuring air quality and the impact of various types of noise producing machinery  
Microsoft Windows operating systems and Office Suite programs

### Ability to:

Analyze environmental documents to evaluate whether appropriate remediation is being taken  
Evaluate consultant qualifications and proposals for performing Phase I, II, and III assessments  
Establish project priorities and monitor work progress  
Write clear, concise proposals, instructions, and reports  
Communicate effectively with District personnel, contractors and consultants, members of the community, officials in the public and private sectors, and representatives of regulatory agencies  
Determine cost effectiveness of remediation and/or mitigation proposals  
Supervise effectively  
Operate a computer and associated peripheral equipment

### Special Physical Requirements:

Safely lift and carry weights up to 25 pounds  
Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push and pull  
Agility to maneuver in confining spaces  
Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment  
Ability to do physical work under conditions involving temperature extremes  
Vision sufficient to perform site surveys and assessments

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in environmental engineering, environmental science, engineering, geology, or a closely related field. Experience in addition to that listed below may be substituted for up to two years of the required education on a year-for-year basis provide that the requirement for a high school diploma or equivalent is met. Professional Engineering Geologists Certificate with the State of California is preferable.

### Experience:

Two years of experience in environmental site assessment and remediation ~~and~~/or mitigation of hazardous substances and air and noise pollution OR three years of experience in the development and the implementation or coordination of accident prevention, environmental health, air quality management, or hazardous materials control programs. Completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Certificate I Program is preferable.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

Prior to the end of probation, certification by the federal Environmental Protection Agency of 40 hours of Hazardous Waste Operations and Emergency Response training (subsidized by the District) is required.

Employees in this class may be required to work atypical work weeks, evenings, and weekends.

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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