

ENVIRONMENTAL HEALTH MANAGER, ENVIRONMENTAL PROGRAMS

DEFINITION

An Environmental Health Manager, Environmental Programs directs and oversees the planning, developing, and directing District-wide environmental policies and program.

TYPICAL DUTIES

Plans, directs, and coordinates the District's Hazardous Material Management, environmental compliance, solid waste management, non-hazardous waste recycling, Air Pollution Prevention, the California Environmental Quality Act (CEQA), site assessment, and Storm Water Programs.

Develops various environmental programs and establishes guidelines and procedures in accordance with local, State, and federal rules and regulations.

Reviews relevant environmental legislation that affects the District and coordinates the implementation of the compliance schedule and guidelines with legal requirements pertaining to site assessment, CEQA, and hazardous waste.

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

Establishes criteria for site inspections, authorizes necessary corrective measures, and may prohibit use of unsafe equipment and facilities.

Manages all activities pertaining to Title V of the Clean Air Act.

Develops and implements periodic environmental compliance audits and reports findings to site management and regulatory agencies as required.

Plans and administers a budget.

Establishes or recommends schedules and priorities, including contingency plans, and may direct the allocation of resources in emergencies.

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 site assessment, CEQA, and hazardous materials management.

Reviews proposed legislation related to environmental compliance, advises the Office of the Government Relations on its effects, and may propose legislation.

Directs the review of work performed by contractors for compliance with State, federal, local, and District environmental requirements.

Directs the review of architectural, engineering, and equipment plans from the standpoint of environmental compliance.

Reviews and determines relevance of environmental projects and develops justifications.

Directs and participates in the training of technical personnel.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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.

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 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:

- Applicable environmental regulations of governmental agencies
- Principles of site assessment activities, engineering, geology, and hazardous materials
- Methods and technologies for assessment and remediation of air, surface, and subsurface contamination
- Construction, maintenance, and environmental hazards to be found in a large public school system
- Basic principles of contract law, public purchasing, research, cost analyses and control, budgeting, accounting, and merit-system personnel administration
- Federal, State, and local environmental health and safety regulations, including the California Environmental Quality Act, applicable to District operations
- Activities and facilities of national, State, and local environmental 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

Ability to:

- Plan and direct multiple programs, delegate to subordinates, and evaluate operational effectiveness
- Recognize situations that create environmental liability and exposure 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
- Read blueprints, architectural drawings, and other plans
- Work effectively with District personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in engineering, geology, urban planning, 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 environmental compliance, CEQA, site assessment, or hazardous waste 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

1. Management classes, exempt from bargaining units.
2. Exempt from FLSA.
3. Requires wearing a negative pressure respirator.
4. 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.
5. The Environmental Health Manager is subject to call at any hour.
6. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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