# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 6/2/2023

## Coordinator, EHS (Safety)

Pay Scale: B
Level: 18
FLSA Status: Exempt
Job Family: Facilities Services
Primary Location: Facilities Services

**Department Overview**
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, Transportation and Sustainability.

**Job Overview**
The Environmental Health and Safety (EHS) Coordinator is responsible for coordinating the daily and long-range occupational safety, health and environmental programs for Loudoun County Public Schools; conducts EHS related inspections and training; develops and implements district wide environmental health and safety policies and guidance. Monitors LCPS's compliance with applicable laws and regulations; evaluates and determines impact of changing regulations; determines, plans, and implements necessary follow-up action to comply with laws; disseminates information to schools and department administrators as appropriate. This position will focus on primarily on leading, developing, implementing and managing safety programs.

**Roles and Responsibilities**
*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Leads team of highly skilled Environmental Health and Safety Specialists along with Water and Wastewater Technicians
- Inspects facilities, machinery, vehicles and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance
- Investigates industrial accidents and injuries to determine causes and preventive measures
- Develops and provides worker training, on-site and classroom, in areas such as safety laws and regulations, hazardous condition monitoring, use of safety equipment, ergonomics, vehicle and equipment operator safety, personal protective equipment, lifting/back safety, safety practices and policies, accident prevention techniques, and accident reporting; maintains records of EHS training
- Maintains and applies knowledge of current policies, regulations, and industrial processes as set by the Virginia Department of Labor and Industry Occupational Safety and Health (VOSH), Virginia Department of Health (VDH), and other local guidance
- Serves as Essential Personnel; may perform duties of On-Call Facilities Services Supervisor and may lead response to facility emergencies or other incidents impacting school operations

**Qualifications**
*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

**Education**
Bachelor's Degree in safety, engineering, or a related field; Master's Degree

**Experience**
Five (5) years of progressive experience in coordinating EHS activities for a large employer with diverse work environments; previous supervisory experience

**Licenses and Certifications**
Professional designation or certification desired in one or more of the following: Certified Safety Professional (CSP) by the American Board of Certified Safety Professionals, designation as an Associate Safety Professional (ASP), or possession of the National Safety Council's Advanced Safety Certificate (ASC)

**Knowledge, Skills and Abilities**
- Supplemental training in safety, industrial hygiene, or ergonomics
- Possession of a valid state driver's license

**Physical Requirements**
*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Essential Personnel**
Employees who perform the responsibilities of this position for the Department of Support Services are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.

**Equal Opportunity Employment**
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

**ADA Accommodations Disclosure**
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

**Remote Work Disclosure**
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.