



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/15/2021

Supervisor, EHS

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Facilities

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, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Environmental Health and Safety (EHS) Supervisor is responsible for directly managing the long-range environmental health and safety programs for Loudoun County Public Schools and providing daily supervision of the environmental health and safety specialists team; conducts EHS related inspections and training; develops and implements district-wide environmental health and safety policies, guidance and training. 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, policies and regulations; develops and oversees mandatory and supplemental EHS training for all school system employees; works closely with central office and school-based administrators to address environmental health and safety concerns across the school district.

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.

- Supervises the team of highly skilled Environmental Health and Safety Specialists along with Water and Wastewater Technicians
- Maintains and applies knowledge of current policies, regulations, and industrial processes as set by the Occupational Safety and Health Administration (OSHA), Virginia Department of Labor and Industry, Virginia Department of Environmental Quality, Virginia Department of Health, and other local guidance
- Inspects facilities, machinery, vehicles, and equipment to identify and correct potential safety hazards, and to ensure safety and environmental regulatory compliance
- Investigates industrial accidents and injuries to determine causes and preventive measures
- Oversees and conducts testing of water, air quality, noise, temperature, and/or radiation levels to verify compliance with environmental health and safety regulations
- Oversees all LCPS employee EHS training; develops and provides worker training, on-site and classroom, in areas such as occupational safety and environmental health laws and regulations, hazardous condition monitoring, use of safety equipment, ergonomics, operator safety, personal protective equipment, lifting/back safety, safety culture, accident prevention techniques, and accident reporting; maintains records of EHS training
- May perform duties of On-Call Facilities Services Supervisor when scheduled to represent Division Director

- Serves as Essential Personnel and may lead Facilities Services Division 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, environmental, engineering or related field; Master's Degree

Experience

Five (5) years of progressive work experience, with a minimum of two years in supervisory position) coordinating environmental health and safety activities for a large employer with diverse work environments, or equivalent combination of training, education, and progressive experience that would provide the required knowledge and abilities

Licenses and Certifications

Professional designation as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH) or possession of other applicable certification [i.e., 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 occupational safety, industrial hygiene, environmental health 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.

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.