



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 1/1/2017

Environmental Health and Safety Specialist

Pay Scale: B

Level: 12

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

Job Overview

The Environmental Health and Safety (EHS) Specialist position supports Loudoun County Public Schools (LCPS) efforts to address issues related to workplace safety, environmental hazards and regulatory compliance. They service as the primary LCPS point of contact for Environmental Health and Safety concerns. They will assist in managing compliance with regulatory requirements in a diverse number of environments, to include equipment and facility maintenance shops, administrative offices, commercial kitchens, instructional classrooms (including vocational and theater arts,) educational laboratories, and athletic facilities. These duties also include but are not limited to managing indoor air quality, overseeing the remediation/disposal of hazardous materials, and compliance with environmental and occupational safety regulatory requirements. The EHS Specialist works closely with consultants, regulatory agencies, contractors, and other school personnel to ensure the environment and working conditions in School Board owned and operated facilities meets or exceeds all applicable federal and state EHS standards.

Roles and Responsibilities

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

- Assists in identifying training needs and developing appropriate EHS related training courses, presentations, and other safety communications for LCPS employees. Facilitates recurring staff safety meetings across LCPS
- Manages indoor air quality to include investigating, monitoring and resolving complaints/concerns
- Conducts job hazard analysis and facility safety audits to identifying potential EHS concerns
- Assists in developing occupational safety programs, policies, and procedures. Periodically review all programs
- Inspects/tests facilities for hazardous materials to include material suspected of containing asbestos and lead
- Assists in identifying potentially hazardous materials (to include asbestos, lead, radon, and others) and oversees removal or abatement as required for all hazardous materials found in school facilities and on school sites
- Monitors the selection, purchase, storage and handling of hazardous chemicals and materials, manages the minimization and the disposal of hazardous waste generated at LCPS facilities
- Participates/leads incident investigations, root cause analysis and action item completion/follow-up
- Assists Department of Instruction in providing content for specific occupational safety/lab safety programs and conduct training as necessary

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- Conducts monthly inspections of above ground storage tanks and maintains appropriate records/inspection logs
- Serves as Essential Personnel and may be called in to respond to a facility emergency or other incident 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 Environmental Science, Safety or related field

Experience

Five (5) years of experience or any equivalent combination of education and experience

Licenses and Certifications

Certified Industrial Hygienist (Desired), Certified Safety Professional (Desired), Radon (Desired), Asbestos (Desired)

Knowledge, Skills and Abilities

- Ability to understand and apply federal and state regulations (Occupational Safety and Health Administration/Virginia Occupational Safety and Health, Environmental Protection Agency and Virginia Department of Environmental Quality) concerning occupational safety, environmental management, fire code (Virginia Fire Prevention Code), and hazardous materials in schools in lead and asbestos (Asbestos Hazard Emergency Response Act)
- Experience with Industrial Hygiene issue to include noise, indoor air quality, dust, and water testing and applicable consensus standards (American Industrial Hygiene Association and American Conference of Governmental Industrial Hygienists)
- Experience working in an educational environment with school administrators, faculty and staff, including experience with laboratory safety equipment (fume hoods, biological safety cabinets, eye wash stations, safety showers, etc.), custodial operations (cleaning equipment, chemicals and application of bloodborne pathogen standards), and food service, transportation and maintenance worker operations along with common safety issues and regulatory requirements
- Experience with investigating indoor air quality concerns; ability to conduct environmental testing
- Ability to work closely with consultants, regulatory agencies, and contractors
- Working knowledge of and ability to interpret environmental regulations governing the handling and disposal of hazardous materials in schools including hazardous wastes, asbestos and lead, and other materials
- Working knowledge of instructional laboratory environments and familiarity with chemical hygiene plans and biosafety manuals
- Strong communication skills
- Possession of a valid state driver's license

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is frequently required to stand and walk for extended periods of time; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to sit, climb, stoop, kneel, crouch or bend and may be required to lift approximately 50 pounds. May be exposed to extreme temperatures and other inclement weather, as well as a variety of cleaning agents and hazardous chemicals and fumes.

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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.