

Killeen Independent School District Job Description

Job Title: Environmental Specialist
Reports To: Director for Maintenance and Operations
FLSA Status: Exempt

SUMMARY

Researches, implements, and maintains programs as required by federal and state regulatory agencies and maintains a proactive approach regarding all environmental issues to provide a safe and healthy environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Monitors issues such as the following: AHERA (asbestos), Integrative Pest Management (IPM), Indoor Air Quality (IAQ), Lead, Hazard Communication Act, Community Right-To-Know, underground storage tanks, Atmospheric Ozone Depletion Act (CFC's), solid waste regulations (recycling), respiratory protection (painting, resurfacing, toxic chemicals or bioaerosols), compressed gases, chemical hygiene/laboratory safety, bloodborne pathogens, hazardous waste disposal, Environmental Site Assessments and fire alarm maintenance and monitoring.

Manages, maintains records, and coordinates the following district programs: AHERA, IPM, Recycling, Hazard Communication, Hazardous Waste, IAQ's, Worker Safety (environmental), and Lead.

Coordinates with the campuses for Emergency Action Planning with regards to the relationship to environmental hazards such as chemical spills (internal or external), and natural or manmade disasters involving chemicals.

Monitors new mandates and changes in current local, state, and federal environmental laws.

Prepares graphs, charts, and statistical models from data for presentations and reports.

Analyzes data to assess pollution problems, establishes standards, and develops approaches for control of pollution.

Trains new employees for Hazard Communication, AHERA, Respiratory Protection, and safety concerns in relation to environmental laws.

Conducts environmental audits on all district facilities.

Conducts safety reviews of laboratory classrooms for inadequacies and compliance with current chemical hygiene practices.

Maintains environmental site assessments of new properties purchased.

Maintains all records as mandated by current environmental laws, such as AHERA six-month surveillances, AHERA Three-Year re-inspections, Safety Data Sheets (SDS), Underground Storage Tank's monthly monitoring, self-certification forms, Indoor Air Quality Surveys and any remediation documentation, IPM pesticide use and notifications, SARA Tier-Two reports, and Environmental Site Assessments and Takings Impact Assessments.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree and one or more years of experience in Hazard Communication or environmental related field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to board of trustees, administrators, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; confined or small spaces; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, flammables, explosives, and possible toxic fungi and/or bacteria. The noise level in the work environment is usually moderate. Due to the nature of investigations the employee may be required to wear a respirator. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.