

SCHOOL DISTRICT OF ALACHUA COUNTY

COORDINATOR -- ENVIRONMENTAL/SAFETY, FACILITIES

JOB DESCRIPTION

JOB CODE:	740181	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	29
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelors degree in Architecture or engineering construction or related field from an approved accredited educational institution;
- (2) Minimum of three (3) years experience in building construction as a project manager or other supervisory capacity; or
- (3) An equivalent combination of education and experience; and
- (4) Certified as Asbestos Contractor/Supervisor under TSCA Title II/AHERA and Certified Asbestos Inspector under TSCA Title II/AHERA, required.
- (5) Certified as State of Florida Fire Safety Inspector; Safety Certification and OSHA Certification; Environmental training in mold, radon, lead, and general; experience with elevator codes; Experience with Waste Treatment Plants codes, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and demonstrated ability in the design and construction of educational facilities. Knowledge of construction procedures as related to buildings, structures, environmental impact and safety. Ability to develop, read, interpret, and review construction plans and specifications, to determine compliance with all codes and regulations that are applicable to the school district. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff, administrators, and outside agencies. Ability to obtain environmental certification within one (1) year.

REPORTS TO:

Director, Executive -- Facilities

JOB GOAL

To coordinate the planning and implementation of environmental-related and safety projects within the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Coordinate the planning of renovation, remodeling, and new construction for environmentally-related projects.
- *(2) Keep abreast of the latest techniques used in environmental planning and construction.
- *(3) Oversee the design committees in the development of the educational/technical specifications for assigned projects.

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- * (4) Coordinate the annual safety inspection of all school facilities in accordance with the State Requirements for Educational Facilities (SREF).
- * (5) Provide guidance, as needed, to design consultants, architects, and engineers during the preparation of construction and environmental-related and safety documents.
- * (6) Review projects during all stages of design and construction to assure compliance with State Board of Education rules and other applicable regulations or ordinances.
- * (7) Recommend environmental and safety standards to be incorporated in the design of remodeling renovation and new construction; oversee the timely execution of the design process.
- * (8) Assist in the evaluation of completed facilities and gather and record pertinent data for use in compliance maintenance.
- * (9) Serve as a liaison with project consultants, architects, and engineers and environmental technicians throughout the contract administration for projects.
- * (10) Prepare and/or review cost estimates in budgets for assigned school projects.
- * (11) Maintain all required records as related to environmental regulations.
- * (12) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (13) Adhere to applicable safety standards.
- * (14) Attend all staff meetings and workshops.
- * (15) Assist with maintaining a clean and orderly environment.
- * (16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (17) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (18) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Demonstrate support for the school district and its goals and priorities.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Maintain expertise in assigned areas.
- * (25) Manage time efficiently.
- * (26) Model and maintain high ethical standards.
- * (27) Participate in cross-training activities as required.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Prepare all required reports and maintain updated and accurate records.
- * (01) Represent the District in a positive and professional manner.
- * (31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.

**Essential Performance Responsibilities*

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PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 13

Adopted 10/19/10