



OCCUPATIONAL HEALTH AND SAFETY SPECIALIST

GENERAL RESPONSIBILITIES

Maintain compliance with all federal, state and local requirements as determined by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and School Board Policies.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Facilitate building inspections, surveillance inspections and prepare appropriate documentation to remain in compliance with EPA's, Asbestos Hazard Emergency Response Act (AHERA).
- Manage and coordinate asbestos and lead removal projects.
- Conduct asbestos and lead inspections as needed for renovation and demolition projects.
- Manage the Hazardous Waste Management Program.
- Coordinate radon testing to remain in compliance with the Commonwealth of Virginia, Health Department requirements.
- Perform and manage water monitoring for Class VI waterworks system.
- Assist in the management of the lead drinking water testing and maintenance program.
- Monitor Medical Surveillance Program.
- Negotiate applicable contracts, bids and awards.
- Review reports, inspections, submittals, renovation documents, asbestos removal plans and coordinate changes with Facilities Services and/or A&E firms.
- Respond to hazardous materials spills.
- Attend professional continuing education classes to remain current in regulatory changes and maintain current appropriate licenses.
- Conduct Asbestos Awareness Training for all custodial and maintenance personnel.
- Conduct indoor air quality investigations.
- Coordinate mold remediation projects.
- Respond to inquiries from school personnel.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the common practices and industry standards associated with the industrial hygiene field; thorough knowledge of the hazards and safety precautions associated with the work; skill in the use of tools and equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate cost of remediation and abatement projects; ability to establish and maintain effective working relationships with associates; must be a self-starter and be able to perform their duties without direct supervision.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree in science or related field.

Five (5) years of progressive industrial hygiene experience.

Experience conducting indoor air quality, asbestos, and lead assessments and inspections.

Current licenses preferred to include Asbestos Inspector and Asbestos Management Planner or must be eligible to obtain these licenses.

Preferred:

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, fingering, and driving. Occasional sitting, bending, stooping, balancing, crouching, climbing, grasping, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 1/20, 7/20
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