

ENERGY, ENVIRONMENT AND SAFETY DIRECTOR

GENERAL RESPONSIBILITIES:

1. Reports to the Assistant Superintendent for Support Services in Education
1. Monitors district-wide energy utilization; prepares periodic reports and develops and provides energy conservation information and training.
2. Investigates environmental and safety concerns and coordinates with Federal and State agencies to insure compliance to all applicable rules and regulations.
3. Serves as the Superintendent's representative for the school district to the County Emergency Management Department in development, coordination and implementation of County Emergency Management Plan.
4. Serves as the district liaison to various federal, state, regional, county, and municipal agencies in matters dealing with environmental issues affecting school district property or personnel.

SPECIFIC RESPONSIBILITIES:

1. Administers the district's Asbestos Management Plan insuring compliance with all state and federal regulations and serves as a technical advisor to district departments, schools, and/or personnel relative to asbestos training, abatement, monitoring, and reporting.
2. Responsible for the conduct of the annual Department of Education Rule 6A-2 Health and Safety inspection and submission of subsequent reports.
3. Administers the State Energy Grant Program and functions as technical advisor to district departments, school and/or personnel relative to the implementation, monitoring, and reporting of approved energy grants.
4. Responsible for compliance with standards developed for air quality, water quality, radon and other environmental/safety standards or deficiencies.
5. Conducts investigations of safety violations and accidents and makes recommendations for appropriate corrective action.
6. Administers fuel tank monitoring and removal in accordance with state and federal regulations; develops related budgetary recommendations and functions as the district liaison with appropriate regulatory agencies.
7. Serves as a resource person to principals and departmental directors regarding school safety procedures and employee safety training.
8. Serves as the chairman of the County Safety Committee and administers the district safety budget.
9. Maintains Material Safety Data Sheets (MSDS); surveys all work sites for toxic chemicals; insures employees are trained in the use of toxic substances as required; maintains records and processes applications for disposal of toxic chemicals.
10. Determines criteria and develops bid specifications for fire extinguisher service contract; administers inspection and evaluates service.
11. Coordinates with local fire inspectors and other agencies with inspection responsibilities.
12. Coordinates the identification of schools to be designated as tornado shelters by the County Emergency Management Department.
13. Develops and maintains the Emergency Management Plan for the County Public Schools.
14. Develops plans for the emergency closing of schools during power failures, floods and adverse weather conditions.
15. Coordinates the development and implementation of a district recycling program.
16. Performs such other duties as required by the Assistant Superintendent for Support Services in Education.