Job Title: Supervisor, Environmental
Exemption Status/Test: Non-Exempt

Reports to: Administrator, Construction & Environmental Services
Date Revised: May 21, 2015

Dept. /School: Facilities

Primary Purpose:
Design and implement proactive policies, assurance standards, and leadership in effectively managing environmental compliance efforts as required by local, state, and federal regulatory agencies. Lead and design Environmental Management Systems, manage environmental hazards/risks, and assist the Administrator as the District’s subject matter expert for Environmental Management programs.

Qualifications:

Education/Certification:
Bachelor’s Degree in a directly related field preferred
Texas Department of Health Asbestos licensing in the field of Consulting, Inspecting, Management Planner or Project Planner
Environmental Certifications and/or License in two or more of the following areas: Indoor Air Quality, Mold Assessment, Asbestos Inspector, Asbestos Management Planner, Registered Environmental Manager, or HAZMAT
Valid Texas driver’s license with good driving record

Experience:
Five (5) years’ of experience in the Environmental Consulting industry

Special Knowledge/Skills:
Demonstrated knowledge of the practices of building trades including electrical, plumbing, structural, and HVA
Demonstrated knowledge of local, state, and federal environmental regulations, practices, and requirements as it relates to SWP³, IAQ, and hazardous waste management and reporting
Ability to read and interpret blueprints, schematics, and field sketches
Demonstrated project management skills
Excellent written and oral communication skills, with the ability to represent Garland ISD internally and externally
Computer proficiency in Microsoft Word, Excel and Outlook
Spanish is a plus

Major Responsibilities and Duties:
1. Design and implementation of Environmental compliance functions that will support GISD’s strong commitment to excellence in environmental compliance.
2. Communicate and integrate cross-functionally with other operational departments and agencies to establish district-wide improvements in environmental compliance, training, awareness, and competency.
3. Provide environmental compliance and management expertise to departments, including training, regulatory tracking processes and best management practices, as appropriate.
4. Develop and implement effective and appropriate reporting and disclosure processes. Develop and implement appropriate environmental auditing and assurance processes.
5. Develop and implement assurance systems and policies that effectively manage and control environmental hazards/risks.
6. Lead and design implementation of district-wide Environmental Management Information System.
7. Serve as subject matter expert for Environmental Management – influencing and mentoring operating departments regarding policies and standards.
8. Provide risk assessment and mitigation activities for departments, schools, and other district facilities by visiting district sites and monitoring maintenance operations.
9. Provide proactive support on regulatory compliance issues, initiatives, and enforcement proceedings.
10. Assist in developing and implementing effective processes for tracking legislative/regulatory changes.
11. Facilitate development of response/mitigation actions.
12. Coordinate with appropriate staff to ensure identification of qualified external vendors to assist with development of systems to minimize risk that arise.
13. Assist in identification of root cause analysis following a significant compliance failure and development of proactive corrective measures to ensure future compliance.
14. Develop and implement auditing and assurance standards and protocol.
15. Establish key performance indicators and performance objectives for staff.
16. Act as primary department contact for response to emergency calls from facilities throughout the district, channeling concerns to appropriate divisions, and following up with project status and resolution.
17. Ability to influence decision making at the senior level.
18. Manage maintenance plans, capital improvement activities, and maintain preventative maintenance programs for buildings, grounds, and equipment. Manage major maintenance to meet timelines, specifications, and budgets.
19. Assist the Coordinator, Maintenance Business Operations and the Administrator, Construction and Environmental Services with preparing and administering the annual budget, analyze and review budgetary and financial data, and monitor/authorize expenditures in accordance with established guidelines.

**Supervisory Responsibilities:**

Supervises contractors.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.