

**Orange County Public Schools
Job Description**

**DIRECTOR, ENVIRONMENTAL COMPLIANCE AND
SUSTAINABILITY COORDINATION**

QUALIFICATIONS:

1. Bachelor's degree in Science or a related field from an accredited educational institution required; Bachelor of Science in biological science or chemistry preferred.
2. Master's degree in Industrial Hygiene desirable.
3. Experience in collecting data, assessing buildings and systems, and establishing preventive programs.
4. Experience and understanding of building systems and life cycle.
5. Ten (10) years of experience with progressively increasing responsibility for overall management of environmental regulatory issues, such as, but not limited to, regulated waste, asbestos, petroleum storage tanks, storm water, and indoor air quality.
6. Experience in developing pollution prevention plans.
7. Experience in promoting behaviors that minimize or eliminate situations where OCPS is out of compliance with regulatory requirements.
8. Experience in sustainability initiatives, such as, solid waste and recycling programs.
9. The incumbent is considered to be "essential personnel" during an emergency and can be subject to being held over or called back to a district location at all times.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to evaluate existing environmental and health situations within OCPS facilities and make recommendations regarding the environmental or health impact of replacement or renovation projects involving district facilities; knowledge of long range and short range facilities preventive maintenance planning, construction, maintenance and renovation; knowledge of facility component life cycle; ability to effectively use problem-solving skills; effective communication skills; skills in data collection and evaluation. Knowledge of public sector finance and contracts is desirable.

Knowledge and understanding of all relevant laws and codes pertaining to, hazardous materials, water/wastewater, energy, fire protection, OSHA, fuel storage facilities, solid waste, recycling, storm water management, regulated waste, and The Florida Building Code; knowledge and experience with all applicable remedial mitigation techniques; ability to effectively communicate and manage in highly sensitive situations; and skills in personnel management. Knowledge of public sector finance is desirable.

REPORTS TO:

Chief Operations Officer

JOB GOAL:

Develop the overall strategy of continuous improvement for Environmental and Health Initiatives. Lead the efforts of the Environmental Compliance team responsible for the development of the strategy, policies, goals and objectives for various environmental programs. Provide technical expertise, strategic leadership, and support for the district on regulatory compliance issues in

environmental, health, and sustainability. Provide strategic leadership and guidance for the Environmental Compliance team, including people, data, and budgetary responsibilities and create one department with a common mission.

SUPERVISES:

Environmental Standards Coordinator, Recycling Coordinator, Section Leader

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., are used in this position. Including telephone, computer, automobile, and copier.

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

PERFORMANCE RESPONSIBILITIES:

- * Manifests a professional code of ethics and values.
- * Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Acts as a consultant to management and employees on the principles and concepts of Environmental, management.
- * Directs the operating and compliance aspects of the Environmental and Industrial Hygiene programs.
- * Provides functional (day to day) management of the Environmental Compliance department.
- * Drives environmental strategic plans. Establish and track goals, objectives and metrics as necessary.
- * Develops, reviews, reconciles Environmental Compliance budgets. Approves expenditures necessary for completion of Environmental projects and/or programs.
- * Takes leadership role in ensuring that Environmental procedures/processes are in alignment.
- * Maintain active involvement, dialogue and communication with the management team.
- * Ensures thorough investigations/reviews are performed for all Environmental and Industrial Hygiene related incidents, conducting appropriate Root Cause Analysis for each.
- * Evaluates and drives development of department staff.
- * Develops training plans to support rollout of best practices and continuous improvement.
- * Develop and implement programs that drive operational leadership accountability to ensure compliance with district requirements, as well as applicable federal, state and local regulations.
- * Monitors and manages implementation of best practices and Environmental and Industrial Hygiene initiatives through project management and audit processes.
- * Analyzes data and makes recommendations to improve the environmental, health, and sustainability culture of the organization. Uses results of assessments to facilitate process improvement.
- * Supports project implementation by working with local management and employees to transfer knowledge.
- * Conduct gap analysis and audits of existing Environmental and Industrial Hygiene processes.

- * Proactively develops and maintains broad knowledge of the technical disciplines in own functional area(s); applies broad knowledge of trends and best practices in a manner that ensures exceptional performance and results.
- * Conduct on-going data and risk analyses to trend and identify known and/or emerging Environmental risks and develop mitigation strategies.
- * Lead Sustainability goal setting, monitor performance and report on progress.
- * Drive Sustainability execution of tactical and strategic initiatives in order to eliminate reduce consumption, costs, and drive continuous performance improvement.
- * Negotiate contracts for Environmental Compliance Department.
- * Lead the efforts of the Environmental Compliance team responsible for the development of the strategy, policies, goals and objectives for various environmental programs.
- * Manage all functions and services in environmental compliance consistent with district goals, and, with and through staff, develop plans and identify district goals for the department for which he/she is responsible.
- * Primary liaison activities between environmental regulatory agencies and the district.
- * When directed, respond to media regarding impending actual environmental or health situations that put students, staff or property at risk.
- * Keep the Chief Operations Officer informed of all issues of which he or she should be aware.
- * Designated authorized signature for all submittals regarding construction permitting associated with state and local Department of Environmental Protection and South Florida and the St. Johns Water Management District.
- * Direct the district's Solid Waste and Recycling Program.
- * May be required to serve as a Disaster Incident Management Team (DIMENT) member during a disaster or emergency caused by severe weather, fires, power failures, pandemic, or event challenging our security.
- * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.
- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- * Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by supervisor.

* Essential Performance Responsibilities

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day.

EVALUATION:

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