



# Director II, Environmental Services

## Position Details

Job Code: U7101

Reference Code: A707

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position functions to plan, organize, and direct operations and activities of the Environmental Services Department to ensure the environmental health and safety of students, staff, and others. This position is directly responsible to the Director IV, Sustainability, Energy, and Environmental Services (SEES) Department, Facilities Services Unit (FSU).

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Leads the development and implementation of Clark County School District standards, policies, and requirements for the Environmental Services Section; assures districtwide activities comply with established laws, codes, regulations, policies, procedures, and requirements.
2. Develops, maintains, and directs implementation of compliance programs to investigate, monitor, and resolve districtwide issues and concerns related to environmental and health safety; implements and manages external compliance programs; oversees the development and implementation of policies and procedures to enhance District environmental health and safety effectiveness and operational efficiency.

3. Provides consultation and technical assistance to District personnel, governmental agencies, outside organizations, and others concerning environmental services and related functions; responds to inquiries, resolves issues and complaints, and provides detailed and technical information regarding program standards, guidelines, requirements, and related laws, codes, regulations, policies, and procedures.
  4. Directs a responsive team with the knowledge and expertise to efficiently and professionally investigate, monitor, and resolve districtwide environmental issues, concerns, and complaints from schools, employees, parents/guardians, and the public, or as referred by external regulatory agencies; assigns investigation and follow-up duties to staff to assure proper and timely resolution of compliance issues; arranges investigations and follow-ups with outside services, as needed.
  5. Reviews and evaluates pre-qualification packages of general and specialty contractors for new construction, modernization, and environmental remediation projects in the District; investigates and provides recommendations concerning the awarding of contracts.
  6. Prepares the annual preliminary budget for Environmental Services activities; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
  7. Provides technical expertise, information, and assistance to Director IV, SEES Department or designee regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
  8. Plans, organizes, and implements long and short-term programs and activities designed to develop assigned programs and services.
  9. Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to environmental health and safety programs, investigations, inspections, personnel, financial activity, and assigned duties; develops project records, contract documents and reviews; reviews and approves departmental correspondence.
  10. Communicates with other administrators, personnel, legal counsel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
  11. Attends and conducts a variety of meetings, as assigned; attends and participates in a variety of committees, boards, and councils, as directed.
  12. Supervises and evaluates the performance of assigned staff.
  13. Performs other duties related to the position, as assigned.
-

## Position Expectations

1. Knowledge of practices and procedures involved in environmental health and safety assessments and accident inspections and investigations.
  2. Knowledge of terminology, practices, and procedures involved in prevention, evaluation, and control of environmental health hazards.
  3. Knowledge of Occupational Safety and Health Agency (OSHA) regulations.
  4. Knowledge of environmental local, state, and federal regulations regarding District activities.
  5. Knowledge of environmental data management.
  6. Knowledge of environmental sampling equipment and analysis procedures.
  7. Knowledge of chemical hazard determination methods.
  8. Knowledge of proper chemical storage, handling, and disposal.
  9. Knowledge of health and safety procedures and personal protective equipment (PPE).
  10. Ability to communicate clearly both orally and in writing.
  11. Ability to coordinate communications and information between District personnel and outside agencies to ensure smooth and efficient environmental safety and program activities.
  12. Ability to develop and implement corrective and preventative measures.
  13. Ability to coordinate and direct response to safety concerns and complaints.
  14. Ability to interpret, apply and explain rules, regulations, policies, and procedures.
  15. Ability to analyze situations accurately and adopt an effective course of action.
- 

## Position Requirements

### Education and Training

An earned bachelor's degree from an accredited college or university in environmental health and safety, environmental management, occupational safety, industrial hygiene, or related field, or currently serving as a professional-technical employee with the Clark County School District.

### Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Environmental Manager Certification by the Nevada Division of Environmental Protection (NDEP).

3. Asbestos Hazards Emergency Response Act (AHERA) Licensed Asbestos Management Planner and Inspector.

## **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Six (6) years increasingly responsible experience working with occupational health and safety, industrial hygiene, and environmental management.

## **Preferred Qualifications**

1. Master's degree from an accredited college university in environmental health and safety, occupational safety, or industrial hygiene.
2. Certification by a recognized professional organization(s) in one (1) or more fields of environmental health and safety field; industrial hygiene; hazardous materials management; and/or hazardous waste.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 07/26/22
- Created: 10/08/08