

Coordinator III, Industrial Hygiene, Environmental Services

Position Details

Job Code: U7402

Reference Code: A713

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to plan, organize, coordinate, and implement building health-related inspections and investigations in response to Clark County School District, Occupational Safety and Health Administration (OSHA), and other health complaints. This position is directly responsible to the Director, Environmental Services, Sustainability, Energy, and Environmental Services Department, Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Ensure that environmental services activities comply with established health guidelines, laws, codes, regulations, policies, and procedures; ensure a safe environment for students and staff; coordinate response to emergency and non-emergency situations.
2. Coordinate and oversee analytical equipment and data collection, storage and reporting, and related equipment maintenance activities in the testing and analysis of investigation samples for air quality and other environmental pollutants.

3. Oversee and participate in the screening of air samples and building materials for pollutants and asbestos; test samples to detect dusts, pollen, fungi, and other hazardous materials.
 4. Coordinate communications and information between District personnel, outside agencies, and the public to ensure proper and timely investigations in response to District, OSHA, and other health complaints.
 5. Collaborate with District administrators and outside safety agencies in the maintenance of building health standards.
 6. Inspect District facilities for safety and industrial hygiene qualifications; recommend corrections and provide training and guidance to District personnel in response to safety violations.
 7. Provide recommendations concerning remediation of districtwide regulatory deficiencies including emergency response plans, product performance, equipment maintenance, and related functions.
 8. Provide technical information and assistance to the director regarding assigned functions.
 9. Assist in the formulation and development of policies, procedures, and programs.
 10. Prepare and maintain a variety of narrative and statistical reports, records, and files related to test results, investigations, complaints, violations, personnel, and assigned activities.
 11. Communicate with administrators, faculty, staff, students, OSHA, Southern Nevada Health District (SNHD), and other outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
 12. Assist in the development of the annual preliminary budget; control and authorize expenditures in accordance with established limitations.
 13. Attend and conduct a variety of meetings, as assigned; present investigation findings in order to develop plans for safety improvement.
 14. Supervise and evaluate the performance of assigned staff.
 15. Perform other duties related to the position, as assigned.
-

Position Expectations

1. Ability to maintain an analytical database.
2. Ability to perform environmental health inspections according to OSHA and District regulations.
3. Ability to analyze and inspect District facilities and materials for health risks.
4. Ability to communicate effectively both orally and in writing.
5. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.

6. Ability to establish and maintain cooperative and effective working relationships with others.
 7. Ability to analyze situations accurately and adopt an effective course of action.
 8. Ability to work independently with little direction.
 9. Ability to prepare comprehensive narrative and statistical reports.
-

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in environmental science, chemistry, biology, or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

Satisfactory service in a corresponding or related positions or have five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

Five (5) years increasingly responsible experience in the investigation, testing, and analysis of environmental conditions.

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: 04/28/22
- Created: 11/17/08