SCHOOL ENVIRONMENTAL COMPLIANCE TECHNICIAN 415-M

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in providing advisory and technical services to school districts and BOCES in order to help them comply with laws, regulations and sound management practices concerning environmental and occupational health and safety issues. The work is performed under the general and administrative supervision of the School Health and Safety Coordinator with considerable leeway allowed in carrying out the details of the work. Supervision is not a function of this position.

TYPICAL WORK ACTIVITIES*: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in providing advisory and technical services to BOCES and school districts concerning environmental issues, including: air and water quality, chemical identification and control, asbestos abatement, industrial hygiene, hazardous materials and management and waste disposal and underground storage tanks;

Assists the School Health and Safety Coordinator with providing advisory and technical services concerning safety issues including: disaster/ emergency planning, fire prevention/building codes, laboratory safety and playground safety;

Assists Coordinator with providing advisory services to school districts regarding Federal legislations and regulations that are set forth in Americans with Disabilities Act, Public Employees Safety and Health Act (PESH) and the Occupational Safety and Health Act (OSHA) as well as other related health and safety compliance regulations;

Conducts workshops, drills and other similar activities in order to keep participating school districts current with changes in laws and regulations concerning multi-hazard approach to

emergencies related to environmental, occupational health and safety and Homeland Security issues;

Performs building inspections on both a scheduled and emergency basis to assess the risks of potential hazards;

Assists school districts in developing necessary plans to bring districts in compliance with applicable regulations and sound management practices;

Provides technical assistance in asbestos, indoor air quality, radon and lead testing procedures;

Establishes and maintains required records;

Performs clerical and administrative tasks in support of the Risk Management function such as: ordering and maintaining supplies, filing and typing forms, reports, letters, memoranda, purchase orders, etc. utilizing personal computer software programs;

May attend and participate in regional and State advisory council meetings and seminars;

Performs other related tasks under the direction of the School Health and Safety Coordinator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and techniques used in environmental, chemical and hazardous waste safety and management; good knowledge of Federal, State and Local laws, rules, regulations and policies pertaining to environmental, chemical and hazardous waste safety; working knowledge of New York State Prevention and Building Code regulations; working knowledge of business arithmetic and English; ability to make inspections, analyze findings and determine corrective action; ability to operate a personal computer and utilize common office software programs, including work processing and spreadsheets; ability to prepare and maintain

reports; ability to present ideas clearly and effectively, both orally and in writing; ability to establish effective working relationships; good judgment; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Environmental Engineering, Natural Resources Management, Life Science, Chemistry or a closely related field; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Environmental Engineering, Natural Resources Management, Life Science, Chemistry or a closely related field and two (2) years of experience in environmental planning, environmental management, chemical engineering, waste management or closely related field; or

(C) Graduation from high school or possession of a high school diploma and four (4) years fulltime experience as described in (B) above; or

(D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: At the time of appointment, applicants must possess a valid driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT FOR APPOINTMELNT IN SCHOOL DISTRICTS AND BOCES: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations or the NYS Commissioner of Education, candidates for employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal background check.

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Public Hearing: N/A
NYS Civil Service Commission Approval:N/A

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