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## ENVIRONMENTAL HEALTH AND SAFETY ASSOCIATE I, II, III

### **BASIC FUNCTION**

Under general supervision, perform a variety of general-to-specialized Risk Management duties to increase district safety and to prevent and minimize liabilities through implementing the District's Environmental Health and Safety programs in accordance with district, local, State and federal codes, system, policies and procedures including OSHA compliance.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, coordinate, implement and manage the District's Environmental Health and Safety (EHS) programs, including the handling, use, storage, clean up, containment, disposal and or abatement of hazardous materials, chemicals and spills; ensure that the appropriate procedures, including required occupational safety training and compliance (OSHA) requirements are followed and assure compliance with applicable laws, codes, rules and regulations. "E"
- Provide support and coordination to Environmental Health and Safety (EHS) operations such as the repair, removal and disposal or encapsulation of building materials containing asbestos, lead or other hazardous materials at school sites or other district facilities; recommend mitigation techniques, determine the scope of work and coordinate and/or conduct appropriate remedial action. "E"
- Monitor and survey sites, facilities, building systems and equipment for EHS and Occupational Safety (OSHA) regulations in the areas of air quality, asbestos, lead based paint, mold or other hazardous materials, chemical and their storage; identify hazardous conditions including those which could lead to accidents; investigate and respond to related complaints of unhealthful or unsafe work conditions; report and follow up on compliance issues, concerns and related findings. "E"
- Review and monitor the use of chemicals and materials used in the district for potential health hazards; provide alternate sources for less hazardous chemicals and materials; estimate and order materials, equipment and supplies needed for hazardous material control and health and safety work. "E"
- Arrange for air and other sample testing before, during and after activities such as asbestos abatement, lead based paint stabilization or mold remediation; take samples as necessary. "E"
- Prevent and minimize liabilities through participating in the creation and implementation of District policies, procedures and safety protocols related to the handling, use, storage, clean up, containment, disposal and or abatement of hazardous materials and chemicals. "E"
- Participate in and/or develop communications, trainings or other responses related to EHS concerns, projects, procedures or processes for District employees and students; plan, implement and evaluate EHS safety education programs and related training sessions. "E"
- Participate in the preparation and/or prepare contract bid specifications; coordinate, schedule and inspect contracted work; communicate with or provide reports to general contractors and or appropriate District maintenance personnel or other District employees to communicate about the existence of hazardous materials or chemicals and related procedures and to assure satisfactory and timely completion of services. "E"
- Compile, analyze and interpret numerical data relating to air quality or other results of environmental sampling, occupational exposure or risk factors concerning environmental health and safety; prepare reports to assist in mitigating occupation exposure safety risks. "E"

- Participate in the analysis of current and proposed legislation on the local, State and federal levels that may impact the District's obligations or liabilities; prepare analyses and present recommendations to management, as appropriate. "E"
- Maintain current knowledge and expertise regarding health and safety laws, rules, policies and procedures subject participate in meetings, in-service training and workshops to gather information required to perform assigned job functions. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- May provide training, work direction and guidance to designated staff, as appropriate.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

All levels of the Environmental Health and Safety Associate classification series participate in the review, tracking, monitoring and oversight of the processes and procedures essential to implementing the District's comprehensive Environmental Health and Safety programs.

The Environmental Health and Safety Associate I is the primary-level classification in the series. Employees perform the more basic, routine, repetitive activities within the various areas of identifying, monitoring, tracking and reporting on hazardous materials and or chemicals found or used within the district, while developing the skills, knowledge and expertise to perform the full-scope of duties within the District's environmental health and safety programs.

The Environmental Health and Safety Associate II is the professional-level classification in the series. Employees at this level apply detailed knowledge of local, State and federal laws, District rules, policies and procedures in performing the full-scope of duties within the District's Environmental Health and Safety program. Employees in this classification provide work direction and guidance to district personnel and contractors to ensure that work is performed in accordance with district, local, State and federal policies, procedures, and protocols; responsible for a variety of analyses, reports and records as required and provide recommendations for management consideration. Employees may serve on District committees and cross-functional teams to ensure best-practices and develop and deliver related trainings.

The Environmental Health and Safety Associate III is the advanced-level classification in the series. Employees at this level apply detailed knowledge of local, State and federal laws, District rules, policies and procedures and protocol in performing the most highly visible, or complex of duties within the District's Environmental Health and Safety programs. Employees in this classification are expected to provide leadership, training, work direction and guidance to designate staff in relation to both the District EHS program and protocols as well as to ensure that work is performed in accordance with district, local, State and federal policies, procedures, and protocols; conduct the most complex level of environmental hazard studies and analysis to inform district decisions and make recommendations to management related to the District's EHS programs. As subject matter experts, employees at this level may represent the district or communicate with the public to explain various matters related to environmental health and safety concerns, situations, policies, procedures or protocols.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Local, State and federal laws related to worker's compensation laws, public agency risk and liability.

Proper techniques, methods and procedures for the handling, storage and disposal of various hazardous materials, chemicals or other substances.

Safety practices and regulations to mitigate exposure to hazardous materials including asbestos abatement and lead paint encapsulation.

Indoor air quality and environmental quality standards and best management practices.

Principles of modern health, safety, industrial hygiene and environmental health.

Oregon Occupational Safety and Health Division (OSHA) regulations  
Computer software such as database, word processing, presentation and spreadsheet applications.  
Effective written and oral communication techniques.  
Record keeping and report preparation techniques.  
Techniques and principles of high-quality customer service.

Ability to:

Conduct safety investigations.  
Interpret, apply and explain laws, codes, rules and regulations related to assigned Environmental Health and Safety activities.  
Assure compliance with applicable laws, codes, rules, regulations, policies and procedures.  
Monitor hazardous chemicals and materials used throughout the district.  
Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and board policies.  
Learn and implement PPS Equity in Public Purchasing and Contracting board policy and related procedures.  
Serve on and/or lead cross-functional teams, meetings and trainings related to risk management programs.  
Maintain accurate records and compile and write clear and concise reports.  
Establish and maintain effective relationships with those contacted in the course of work.  
Meet deadlines and schedules, while adapting to changing work priorities.  
Demonstrate and model highly ethical standards in the performance of assigned duties.  
Develop the skills and ability to and provide training, work direction and guidance to designated staff as appropriate.  
Work independently with minimal supervision.  
Communicate effectively both orally and in writing.  
Operate a variety of office machines, technologies and software.

**Education, Training and Experience:**

The Environmental, Health and Safety Associate I requires six (6) months of general experience in such areas as handling and/or disposing of hazardous materials or chemicals, or other areas directly related to EHS programs. 30 hours of environmental Health and Safety or Occupational Safety training and the completion of OSHA 10-hr card in General Industry or Construction are also required.

The Environmental, Health and Safety Associate II requires three (3) years of experience performing the full-scope of duties in monitoring, compliance, reporting and general oversight of an Environmental Health and Safety program, or two (2) years of experience as an Environmental Health and Safety Associate I with Portland Public Schools. The Environmental, Health and Safety Associate II must hold or be able to hold the following certifications at the time of hire: AHERA Asbestos Inspector; Oregon Lead Paint Risk Assessor and Inspector; Oregon IPM Coordinator, IAQ and mold assessment; OSHA HAZWOPER, Certified Playground Safety Inspector; and OSHA 500 or 501 authorized trainer.

The Environmental, Health and Safety Associate III requires five (5) years of experience performing the full-scope of duties in monitoring, compliance, reporting and general oversight of an Environmental Health and Safety program, including representing the employer as subject matter expert in public meetings, developing and conducting environmental hazard analyses and trainings and providing work direction and guidance to designated staff, or three (3) years of experience as an Environmental Health and Safety Associate II with Portland Public Schools.

The Environmental, Health and Safety Associate III must hold or be able to hold the following certifications at the time of hire: AHERA Asbestos Inspector; Oregon Lead Paint Risk Assessor and Inspector; Oregon IPM Coordinator, IAQ and mold assessment; OSHA HAZWOPER, Certified Playground Safety Inspector; an OSHA 500 or 501 authorized trainer. The classification also requires a current certification in and industry recognized, exam based, Environmental Health and Safety designation such as, Associate Safety Professional (ASP), Occupational Health and Safety Technologists (OHST), Certified Health and Safety Manager (CHSM), or similar.

### Special Requirements

Obtain and maintain certification required by the classification level throughout employment.

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

Positions in this classification may be required to wear protective clothing, gear and equipment.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is typically performed in a business office environment which requires long periods of computer work with occasional trips to construction sites, district facilities, lease and potential purchase sites, community meetings and hearings, and some evening meetings.

**Hazards:** Exposure to hazardous conditions, equipment, substances and materials found at construction sites and district facilities; potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; walking over rough and uneven surfaces; climbing ladders, stairs, scaffolding and ramps to inspect district buildings; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents and inspect building sites.

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FLSA: EHSA I - Non-Exempt; EHSA II – Non-Exempt; EHSA III - Exempt  
Bargaining Unit: N/A  
Salary Schedule: Confidential, Professional and Management  
Salary Grade: EHSA I – 20; EHSA II – 25; EHSA III - 30

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*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
*Board of Education Policy 1.80.020-P*