



**ASSISTANT DIRECTOR ENVIRONMENTAL RESOURCES, MAINTENANCE SERVICES**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Maintenance Services, the position is responsible for the management of environmental programs for the school division to include Indoor Air Quality, Asbestos, Radon, Lead, Water Sampling, Hazardous Waste Management and Disposal, Hazardous Materials Response Team, and Safety.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and implement environmental health policies, procedures, and systems to monitor, follow-up, and ensure compliance with applicable regulatory requirements and sound safety and health practices.
- Perform technical measurements of potential environmental pollutants.
- Research, evaluate, and recommend solutions to the school division's environmental health issues.
- Work with the Virginia Beach City Fire Department to manage mandated fire inspections throughout the school division.
- Track and monitor the utilization of overtime hours for Maintenance Services.
- Supervise the acquisition of permits for Environmental Resources projects.
- Manage portable classroom projects including relocation placement, connection and disconnections of utilities, recommendations for disposals, etc.
- Manage the Maintenance Services Safety Committee.
- Serve at the Maintenance Services representative on the Transportation Crash Review Board.
- Administer Maintenance Services' work vehicle program to include the replacement process, maintenance/service schedules, assignment process, parking assignments etc.
- Make budget recommendations.
- Manage and direct the work of consultants and assigned maintenance contracts.
- Manage mechanical service operations.
- Respond to and investigate environmental concerns throughout the division.
- Conduct inspections and devise appropriate responses to environmental issues.
- Provide recommendations to minimize potential environmental pollution.
- Manage the Indoor Air Quality Program as well as other existing environmental programs.
- Establish and maintain open communications lines with school division employees and contractors regarding environmental issues.
- Work collaboratively with the Department of Media and Communications concerning media requests.
- Function as the Class VI Water Operator for facilities not served by municipal water.
- Supervise and evaluate assigned staff.
- Exercise sign-off authority in the Human Resources Information System (WISE) as required.
- Prepare weekly status reports for management relating to environmental issues.
- Serve as acting director in the absence of the Director.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the basic principles and methods of , trades and environmental concerns as applied to the maintenance and repair of large buildings and related facilities; thorough knowledge of the hazards and necessary safety precautions involved in maintenance work. Must have a thorough knowledge of all applicable policies and regulations as it relates to the environment. Must have the ability to work cooperatively with City, State, and Federal agencies; initiate ideas , work with employees, business representatives, and administrators within and beyond the local school division. Must have the ability to generate a positive work environment, supervise the work of others, work in a fast-paced environment while building consensus, and work collaboratively with a team. Must have the ability to initiate projects through completion and make decisions independently. Must have strong leadership, organizational, problem solving, public speaking, communication, and program development skills. Must be experienced in negotiating and responding to the media regarding environmental issues.

**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor’s degree in the area of Physical Science or a relevant field of study.  
Five (5) or more years of extensive experience directly related to the duties and responsibilities specified.

**Preferred:**

Master’s degree  
A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, stooping, grasping, fingering, repetitive motion, reaching, and driving. Occasional crouching and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely with assistance. Requires timely and regular adherence to established work schedules.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license  
Licensed as an Asbestos Management Planner, Asbestos Inspector, and Class VI Water Operator.  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev. 3/18, 7/20
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