

## **ENVIRONMENTAL COMPLIANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class will provide 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 an Assistant Superintendent or a comparable position, with considerable leeway allowed in carrying out the details of the work. Supervision may be exercised over technical personnel or clerical personnel assigned to the task. Does related work as required.

**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.

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

Provides advisory and technical services to school districts and BOCES concerning safety issues, including: disaster/emergency planning, fire prevention/building codes, laboratory safety and playground safety, etc.;

Provides advisory services to school districts and BOCES regarding Federal legislation and regulations that are part of the health and safety compliance responsibilities of the districts such as: Americans with Disabilities Act, Public Employees Safety and Health Act (PESH), Right to Know Law and the Occupational Safety and Health Act (OSHA), etc.;

Develops and maintains liaisons with appropriate agencies governing the issues identified above;

Coordinates with school district personnel to review district health and safety compliance issues;

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

Provides school districts with technical assistance and listings of additional resources to assist them in meeting compliance issues;

Plans, develops and arranges for the delivery of requested necessary training for designated school district personnel;

Provides technical assistance to bring school districts in compliance with applicable regulations;

Provides technical assistance in radon and lead testing;

May order and maintain materials, supplies, equipment and forms as needed.

**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; good knowledge of New York State Fire Prevention and Building Code regulations; ability to operate a personal computer and utilize common office software programs, including word processing and spreadsheets; ability to prepare reports; ability to present ideas clearly and effectively both orally and in writing; ability to establish effective working relationships; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Bachelor's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science, Chemistry or a closely related field and three (3) years of full-time paid, or its' part-time equivalent, experience in environmental planning, environmental management, chemical engineering, waste management, safety and regulatory compliance management or closely related field; **OR**
- B. Possession of an Associate's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science, Chemistry or a closely related field and five (5) years of full-time paid, or its' part-time equivalent, experience in environmental planning, environmental management, chemical engineering, waste management, safety and regulatory compliance management or closely related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or its' part-time equivalent, experience in environmental planning, environmental management, chemical engineering, waste management, safety and regulatory compliance management or closely related field; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations of the 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 history background check.

**Environmental Compliance Coordinator**  
Classification: Competitive  
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