

Job Title:	Project & Environmental Program Manager	Job Code:	060629
Job Family:	Non-Certified	FLSA Status:	Ex-P
Pay Program:	Administrative	Pay Range:	L09
Prepared/Revised Date:	June 2015	Work Year:	12 months

SUMMARY: Manage the design, implementation and execution of environmental projects associated with new construction, construction renovation projects, and health hazard elimination within the district to ensure a safe learning environment. Gather and review data concerning facility or equipment specifications and plan, budget and schedule facilities modifications including estimates; bid documents; layouts; selection of architect, engineers, contractors, consultants and other professionals; and contract management. Manage regulatory compliance with all local, state and federal environmental laws. Manage Asbestos Hazard Emergency Response Act (AHERA) plan, maintain indoor air quality management plan, respond to environmental complaints, environmental compliance, maintain school lab safety program and chemical hygiene program, provides district training for hazardous material management (haz-mat) and environmental emergency response.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage and design environmental projects including development of project budget, specifications and drawings, bid proposals, contracts, project schedules, and coordination with project team. Manage abatement and environmental contractors to ensure project specification and regulatory compliance. Perform facility inspections, AHERA Management Plan updates and employee training in order to maintain compliance with local, state, and federal regulations. Manage the district indoor air quality program including responding to and investigating facility complaints regarding indoor air quality and the development/implementation of corrective measures. Collection and interpretation of environmental test data. Participate in and lead project construction meetings as needed to ensure project managers address all concerns in a timely manner. Minimize “scope creep” by identifying a clear project and/or program scope and budget while adhering to the approved district processes.	D	25%
2. Develop, write, and implement industrial hygiene and environmental compliance policies and programs such as employee health and safety programs. Monitor programs to ensure compliance with state and federal regulations. Respond to environmental complaints and concerns at all district facilities. Manage chemical hygiene programs to ensure compliance with all state and federal laws. Manage district wide SDS program. Provide assistance and support in maintaining compliance with regulatory standards set forth in the Rules and Regulations Governing Schools in the State of Colorado as they pertain to school laboratory, industrial, art, and vocational settings.	D	20%
3. Manage maintaining regulatory compliance with Colorado Department of Public Health and Environment, Municipal Separate Storm Water Sewer Systems (MS4) permit, hazardous waste programs, radon program, and CFC program.	D	15%
4. Establish five year program budgets for department planning through the use of district information technology systems.	M	5%
5. Negotiate contracts for equipment and professional services using quality, quantity, specification requirements and other predetermined factors.	W	5%
6. Create and review schedules for detailed considerations of all activities needed to be completed within the project. Monitor project and program progress to ensure compliance with established criteria such as code, applicable regulations, specifications and plans.	W	5%
7. Provide leadership to the construction projects team and exhibit behavior consistent with district goals by demonstrating the ability to effectively manage conflict and disagreements and develop procedures and techniques for resolution between environmental and construction projects.	W	5%
8. Prepare reports required by management to draw comparisons between work expended and	W	5%

plan, to review project/program milestones and to provide projections with stakeholders for decision making purposes.		
9. Review and authorize payments from project accounts.	M	5%
10. Respond to environmental emergencies in the district at any time. Provide continuous improvement leadership of the Environmental, Health and Safety (EHS) system of the district. Perform other duties as assigned.	Ongoing	10%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in environmental science, industrial hygiene, project or construction management or closely related field.
- Minimum of five (5) years of experience in environmental health and safety sciences, three (3) years project management experience, two (2) years program or department management experience preferred.
- Experience with scheduling software; directly managing projects and or programs of \$1 million or greater preferred.
- Experience in: industrial hygiene and indoor air quality investigations; haz-mat response and training in the Incident Command Structure: asbestos project management and design preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver’s license.
- Colorado State Certification for Asbestos Building Inspector, Project Designer, Management Planner, and Air Monitoring Specialist preferred at hire. Must obtain within one year of entering position.
- Criminal background check required for hire.
- Ability to frequently travel among district locations.
- Registered Hazardous Substances Professional Certification within one year of hire.
- OSHA 40-hour HAZWOPER certification within one year of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, interpersonal skills, situational negotiation and conflict management skills.
- Understanding of accounting principles and demonstrated working knowledge of accounting reports.
- Ability to effectively manage project/program budgets, schedules and correspondence.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced knowledge of indoor air quality investigations, employee health and safety programs, environmental compliance issues and asbestos program management.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers.
- Microsoft Office software.
- Operating knowledge of scheduling software.
- Working knowledge of and experience with air purifying respirator and other protective equipment.
- Working knowledge of indoor air quality testing equipment, 4 gas detector and other confined space entry
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facilities Planning Assistant Director	3072

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- On a project-by-project basis, may be solely responsible for, participate in or make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall district budget.
- Responsible for directing the work of contractors and/or vendors. Has input into contractor/vendor selection.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy				
Coordinate			X	
Instruct				
Compute				
Synthesize				
Evaluate			X	
Interpersonal Skills			X	
Compile				
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives		X		
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	