

## ENVIRONMENTAL HEALTH SUPERVISOR

### DEFINITION

Supervises, plans, develops, and directs the activities of the District's various environmental health programs such as asbestos compliance, environmental health, or safety and accident prevention.

### TYPICAL DUTIES

Supervises and directs the activities of various environmental health programs and staff by performing a combination of the following duties:

- Establishing objectives, policies, standards, guidelines, and practices for the District's environmental health, or safety and accident prevention programs.
- Ensuring compliance with applicable federal, State, and local safety, environmental health laws, regulations, and programs through self-assessments, audits, inspections, investigations, and enforcement and corrective action activities.
- Reviewing and evaluating new legislation and other data to modify policies, procedures, training, and operating guidelines.
- Advising on, managing, and supervising work relating to environmental and occupational health programs such as fire/life safety, construction safety, environmental health, asbestos (including Asbestos Hazard Emergency Response Act (AHERA) compliance), lead, emergency response and indoor air quality.
- Acting as liaison between the Office of Environmental Health and Safety, other District entities, and outside agencies and providing assistance and advice as needed.
- Meeting with and addressing a variety of groups, including employees, administrators, public agency officials, and individuals from community organizations.
- Developing and maintaining a program of quality control to assure accuracy of testing procedures and reports.
- Obtaining, reviewing, and providing oversight for all contracts related to safety and environmental health programs.
- Supervising the day-to-day operations of a field operations unit relative to identification, correction, and control of safety and environmental health issues.
- Writing and editing safety and environmental health-related manuals, handbooks, and bulletins, and developing or recommending training programs.
- Receiving and evaluating complaints regarding safety hazards and environmental health conditions and performing initial investigations to determine severity of problems and recommend corrective measures.
- Developing and managing budgets, permits, and schedules.
- Supervising, training, and evaluating technical personnel.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Health Supervisor supervises and directs the activities related to various environmental health and safety programs including but not limited to accident prevention, industrial hygiene, asbestos, lead, construction safety, chemical evaluation, environmental compliance, and waste management.

An Environmental Health Manager, Safety and Industrial Hygiene directs and oversees the planning, development, and implementation of programs related to safety, industrial hygiene, and accident prevention.

An Environmental Health Manager, Environmental Programs directs and oversees the planning, development, and implementing environmental programs related to environmental compliance, CEQA, and site assessment.

An Environmental Safety Officer implements programs for accident prevention; conducts site safety and compliance audits; makes recommendations for compliance with regulations pertaining to occupations safety, environmental health, environmental compliance, and fire prevention; and works with District employees to implement accident prevention measures and compliance programs.

## SUPERVISION

General direction is received from an Environmental Health Manager, Safety and Industrial Hygiene or Environmental Programs. Supervision is exercised over Environmental Safety Officers and other environmental health personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, practices, and techniques of safety, environmental planning and protection, engineering, asbestos control, and hazardous materials
- Federal, State, and local environmental laws, rules, regulations and requirements
- Applicable accident prevention techniques and devices
- Methods used to correct existing and potential hazards
- Administrative organization of the District
- Principles of public relations
- Principles of supervision, training, employee evaluation, and employee relations
- Concepts of progressive discipline
- Microsoft Windows operating systems and Office Suite programs

### Ability to:

- Plan and direct environmental health and safety compliance, and evaluate operational effectiveness
- Establish objectives, policies, standards, guidelines, and practices for the District's environmental health compliance, and/or accident prevention activities
- Communicate effectively in writing and orally
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze and assess the content and impact of written materials, including interpreting governmental regulations and defining their applicability to operations
- Read blueprints, architectural drawings, and other plans
- Work effectively with District personnel and the public
- Supervise and delegate responsibilities to subordinates
- Operate a computer and associated peripheral equipment

### Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related

equipment  
Ability to work safely in confined spaces  
Ability to do physical work under conditions involving temperature extremes  
Vision sufficient to perform site surveys and assessments  
Normal color-vision to distinguish colors on maps  
Normal sense of smell to detect substances such as petroleum

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in environmental and occupational health, industrial hygiene, occupational health and safety, environmental engineering, or a closely related field.

A graduate degree in environmental engineering, environmental and occupational health, occupational health and safety, industrial hygiene, or a closely related field is highly preferable.

### Experience:

Three years of experience, within the past five years, in the development, implementation, or coordination of environmental health and safety and accident prevention programs, including conducting environmental or safety audits and preparing recommendation for compliance with regulations pertaining to environmental/occupational health and safety programs. Completion of the LAUSD Organizational Excellence Branch's Exceptional Supervisor Certificate Program I is preferable.

One year of the required experience must have included providing work direction. Supervisory experience is preferable.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

## SPECIAL NOTES

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

Employees in this class may be required to work atypical work weeks, evenings, and weekends.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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BM