

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MANAGER, SAFETY AND COMPLIANCE

**SALARY SCHEDULE: ADMINISTRATIVE – F**

**COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years successful experience in environmental science or related field.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic technology skills. Ability to deal with various agencies and personnel. Skill in budget development and maintenance. Knowledge of federal, state and local statutes, rules and regulations related to assignments. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Director, Facilities Services

#### JOB GOAL

To provide the services required to maintain District facilities at the highest possible level related to safety and environmental issues.

**SUPERVISES:**

Health Safety Specialist  
Pest Control Technician  
Groundspersons

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Manage the environmental services required to maintain indoor air quality.
- \* (2) Provide for integrated pest management and pest control services.
- \* (3) Provide environmental management services for wetland areas, surface water systems and fuel storage tanks.
- \* (4) Ensure required asbestos inspections are carried out.
- \* (5) Complete all compliance requirements in a timely and efficient manner.
- \* (6) Manage the installation, safety and maintenance of playground projects.
- \* (7) Oversee the maintenance services for all assigned cost centers.
- \* (8) Establish maintenance priorities for cost centers to include identification and completion of projects.
- \* (9) Manage and maintain budgets for all areas of responsibility.
- \* (10) Develop bids for services and materials as related to areas of responsibility.
- \* (11) Evaluate and purchase equipment for groundspersons.
- \* (12) Maintain records and files for environmental and compliance related areas.
- \* (13) Respond to inquiries or concerns in a timely manner.
- \* (14) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- \* (15) Disseminate information and current research to appropriate personnel.
- \* (16) Keep well informed about current trends and best practices in areas of responsibility.

**MANAGER, SAFETY AND COMPLIANCE (Continued)**

- \*(17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(18) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(19) Promote and support professional growth for self and others.
- \*(20) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(21) Maintain a network of peer contacts through professional organizations.
- \*(22) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(25) Represent, consistently, the District in a positive and professional manner.
- \*(26) Provide leadership and direction for the assigned areas of responsibility.
- \*(27) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(29) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(30) Provide oversight and direction for cooperative planning with other agencies.
- \*(31) Set high standards and expectations for self and others.
- \*(32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(34) Facilitate problem-solving by individuals or groups.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(36) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities