

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Health & Safety Supervisor
Department: Buildings & Grounds
Reports to: Director of Buildings & Grounds
Prepared Date: June 11, 2004

SUMMARY OF RESPOSIBILITIES

Develops, implements and ensures District compliance with employee Right to Know Act, OSHA, AHERA, Bloodborne Pathogens, etc., including training of employees and maintenance of information system.

DUTIES AND RESPONSIBILITIES

- Assists in the development of the annual and long range health and safety budgets and levy application.
- Ensures compliance with federal, state, and local laws, as well as district policies with regard to employment, training, equipment, etc.
- Assists administrators in responding to environmental questions and complaints from employees, students and the community.
- Acts as a resources person to employees on environmental and safety matters.
- Develops and implements health and safety staff development programs appropriate to the needs of district staff.
- Maintains a computerized database system for health and safety records.
- Determines the requirements and needs pertaining to environmental health and safety of district facilities, equipment and grounds.
- Identifies and coordinates the use of private-sector technical resources, testing firms, consultants, etc., in the area of environmental health and safety.
- Assists in the preparation of bid specifications, analyzes bids and recommends the acceptance of quotes and bids for supplies, equipment and building renovations.
- Assists in development of annual and long-range health/safety budgets and levy application.
- Performs such other tasks and assumes such other responsibilities as the Buildings & Grounds Director may assign.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in related area; or one to two years related experience and/or training; or equivalent combination of education and experience.