

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Indoor Air Quality (IAQ) Coordinator
Department: Buildings & Grounds
Reports to: Director of Buildings & Grounds
Prepared Date: June 11, 2004

SUMMARY OF RESPONSIBILITIES

Responsible for the implementation of the district's Indoor Air Quality Management Plan.

DUTIES AND RESPONSIBILITIES

- Conduct on-going IAQ assessments of each building through site visits.
- Serve as the primary project manager for maintenance/repair projects that relate to IAQ.
- Serve as a resource to other project managers to ensure IAQ is considered in other projects in the district.
- Receive, investigate and resolve complaints related to IAQ.
- Provide reports to buildings, the Director, or the School Board concerning IAQ.
- Serve on the district-wide Safety Committee and address IAQ issues.
- Maintain records including JSDS and chemical usage.
- Develop best practices procedures for various functions relating to IAQ.
- Maintain reference manuals
- Maintain CAD system information on IAQ related components.
- Conduct training and staff development on IAQ issues.
- Assist the Public Information Office with technical information needed to respond to public or media concerns or requests for information.
- Develop procedures to guide actions in situations requiring relocation of students and staff in the event of an emergency affecting IAQ.
- 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.