

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Health & Safety Manager
Department: Buildings & Grounds
Reports to: Director of Buildings & Grounds
Prepared Date: June 2023

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 the Learning Management System for up-to-date staff development. Plan, develop, direct and organize health, safety, emergency, and alarm systems. Supervise the Emergency Management Coordinator, Indoor Air Quality Coordinator, and the Buildings and Grounds Technical Specialist. Assist the maintenance and prioritization of the Facilities Condition Index, allocation of FCI area responsibilities and Long-Term Facilities Maintenance (LTFM) implementation including health and safety-related systems, budget preparation and monitoring, staff supervision, program evaluation and reporting, and interface of programs with other District programming.

DUTIES AND RESPONSIBILITIES

- Assists in the development of the annual \$2.2 million LTFM Health and Safety budget.
- Provides recommendations to the Director of Buildings and Grounds and COO regarding long-range health and safety planning.
- Ensures compliance with federal, state, and local laws, as well as district policies regarding employment, training, equipment, etc.
- Assists administrators in responding to environmental questions and complaints from employees, students, and the community.
- Acts as a resource person to employees on environmental and safety matters.
- Develops and implements health and safety staff development programs online, virtually, or in person as appropriate to meet 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 areas of environmental health and safety.
- Works directly with state and local government agencies as well as the state fire marshal to meet government code, statutes, and mandates as needed for Pre-K through 12 school district facilities.
- 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.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Minnesota driver's license.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of applicable codes, regulations, regulations regarding construction and standard industry practices.

Proficient in MS Office (Word, Excel and PowerPoint) and database management systems. Budget management, inventory control, and equipment management skills are required.

Ability to read and interpret documents.

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.

Strong written and oral communication and organizational skills.

Strong analytical and problem-solving skills.

Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and strong attention to detail.

Must be able to develop, update, and monitor preventive maintenance plans.

Ability to work well with diverse teams.

Ability to effectively present information in one-on-one and small group situations to district administrators, staff, students, and parents/guardians, and other employees of the organization. Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff. Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PREFERRED EXPERIENCE

Experience in project management preferred. 3 - 5 years of supervisory experience in any health and safety-related field preferred.

PHYSICAL DEMANDS

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl; and lift and/or move up to 50 pounds. The employee is occasionally required to sit; climb or balance; smell; and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate but could be loud, depending on the situation.