

**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**

Develop, implement, and ensure 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**

- Assist in the development of the annual and long-range health and safety budgets and levy application.
- Ensure compliance with federal, state, and local laws, as well as district policies with regard to employment, training, equipment, etc.
- Assist administrators in responding to environmental questions and complaints from employees, students, and the community.
- Act as a resource person to employees on environmental and safety matters.
- Develop and implement health and safety staff development programs appropriate to the needs of district staff.
- Maintain a computerized database system for health and safety records.
- Determine the requirements and needs pertaining to environmental health and safety of district facilities, equipment, and grounds.
- Identify and coordinate the use of private-sector technical resources, testing firms, consultants, etc., with regards to environmental health and safety.
- Assist in the preparation of bid specifications, analyze bids and recommends the acceptance of quotes and bids for supplies, equipment, and building renovations.
- Assist in development of annual and long-range health/safety budgets and levy application.
- Perform 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 such as safety rules, operating and maintenance instructions and procedure manuals. 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 attention to detail. Ability to work well with diverse teams. Ability to effectively present information in one-on-one and small group situations to customers, clients, 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**

Five years of experience or health and safety management experience. 5 years of supervisory experience preferred. 5 years of staff training experience preferred. Right to Know Act, OSHA, AHERA, Bloodborne Pathogens knowledge and experience preferred.