

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ENVIRONMENTAL COMPLIANCE OFFICER CONSTRUCTION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs inspection of school construction sites to insure compliance with plans, specifications, building codes and related laws and regulations; perform related work. Performs administrative, technical, and professional construction management assistance in order to monitor and coordinate new construction and renovation projects of school facilities and properties. Reports to Executive Director – Facilities & Construction Management.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists the Executive Director by coordinating and monitoring environmental regulatory compliance of school facilities and properties.

Recommends and develops regulatory and enforcement rules and policies; provides technical assistance in the development of effective compliance instruments to prevent and/or address routine violations of state air, erosion control, and water quality standards.

Evaluates program effectiveness and collaborates in the development and implementation of procedures for addressing serious or recurring violations to enforcement agencies; maintenance of tracking system for permitting and enforcement activities; advises regional authorities of compliance activities.

Conducts meetings on plan review and permit applications; provides input in planning and management decision-making.

Reviews proposed project plans and specifications to verify code requirements; consults with the contractor to outline scope of needed work to alleviate potential regulatory non-compliance issues.

Coordinates meetings among property owner, state offices, department, contractors and design team; performs on-site inspections to ensure code and contract compliance; develops inspection reports; informs contractor of defective work and recommends corrective action; resolves disputes; reviews and approves site for compliance.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in civil engineering technology, business administration, or a related field, with a Bachelor's degree preferred, and considerable knowledge of federal and state environmental permitting and regulations, agency functions and operations, and enforcement programs and issues; or any equivalent combination of training and a minimum of 10 years experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of regulations relative to permitting and enforcement; practices used in prevention, control, correction, and monitoring of environmental problems; scientific and engineering principles and practices related to environmental quality.

Knowledge of construction site development and requirements; new construction requirements and maintenance; and remedial procedures.

Experience coordinating and monitoring construction projects; inspecting and insuring compliance with codes and building contracts; reading commercial blueprints and interpreting plans and specifications; evaluating technical reports, plans, and regulations; establishing procedures and evaluating their effectiveness; negotiating written agreements with federal or state environmental regulatory agencies.

General knowledge of modern office practices and procedures.

General knowledge of County organization and operational policies and procedures.

Ability to use a variety of common office machines, including a computer terminal, calculator, and facsimile machine.

Ability to organize and effectively process and maintain records and files, and prepare reports from them.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including audio-visual equipment, computers, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Light work usually requires walking or standing to as significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, evaluations, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, evaluations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists; to interpret a variety of instruction furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee to do this job.