

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR III – INDUSTRIAL HYGIENE, ENVIRONMENTAL SERVICES**

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Reference Code: A713

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position is responsible to plan, organize, coordinate, and implement health-related inspections and investigations in response to Clark County School District, Occupational Safety and Health Administration (OSHA), and other health complaints. This position is directly responsible to the Director, Environmental Services Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Ensure that environmental services activities comply with established health guidelines, laws, codes, regulations, policies, and procedures; ensure a safe environment for students and staff; coordinate response to emergency and non-emergency situations.
2. Coordinate and oversee laboratory operations and related maintenance activities in the testing and analysis of investigation samples for air quality, toxic mold, and lead-containing paint.
3. Oversee and participate in the screening of air samples and building materials for pollutants and asbestos; test samples to detect dusts, pollen, fungi, and other hazardous materials.
4. Coordinate communications and information between District personnel, outside agencies, and the public to ensure proper and timely investigations in response to District, OSHA, and other health complaints.
5. Collaborate with District administrators and outside safety agencies in the maintenance of health standards.
6. Inspect District facilities for safety and industrial hygiene qualifications; recommend corrections and provide training and guidance to District personnel in response to safety violations.
7. Provide recommendations concerning remediation of district-wide regulatory deficiencies including emergency response plans, product performance, equipment maintenance, and related functions.
8. Provide technical information and assistance to the Director regarding assigned functions.
9. Assist in the formulation and development of policies, procedures, and programs.
10. Prepare and maintain a variety of narrative and statistical reports, records, and files related to test results, investigations, complaints, violations, personnel, and assigned activities.
11. Communicate with administrators, faculty, staff, students, OSHA, Clark County Health District, and other outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
12. Assist in the development of the annual preliminary budget; control and authorize expenditures in accordance with established limitations.
13. Attend and conduct a variety of meetings, as assigned; present investigation findings in order to develop plans for safety improvement.
14. Supervise and evaluate the performance of assigned staff.
15. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to maintain a laboratory in order to screen for toxins in building materials and samples.
2. Ability to perform safety inspections according to OSHA and District regulations.
3. Ability to analyze and inspect District facilities and materials for health risks.
4. Ability to communicate effectively both orally and in writing.
5. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
6. Ability to establish and maintain cooperative and effective working relationships with others.

7. Ability to analyze situations accurately and adopt an effective course of action.
8. Ability to work independently with little direction.
9. Ability to prepare comprehensive narrative and statistical reports.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from an accredited college or university in forensics, chemistry, biology, or related field or currently serving as a professional-technical employee with the Clark County School District.

**Licenses and Certifications:**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

**Preferred Qualifications:**

Five (5) years increasingly responsible experience in the investigation, testing, and analysis of environmental conditions including extensive laboratory work.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.