

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Industrial Hygienist

Date Prepared: 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

406	Safety Program	Design, implement, and evaluate safety and accident prevention programs. Educate students and staff.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
223	Environmental Safety	Promotion and supervision of environmental safety.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
405	Safety Compliance	Supervise, review, and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
416	Building Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping. Inspect work of contractors. Inspect work of central maintenance crew.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does <u>not</u> include employee grievances.
004	Staff Development	Develop and train staff. Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor staff development.
071	Contract Negotiation	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include grant contracts, labor contract negotiating, or bus contracts, which are covered elsewhere.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.

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Activity Name (cont.)

410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
228	State Reports	Compile statistics and prepare required state reports.
400	Local Building Security and Access	Open and close buildings. Monitor security.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003