



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Coordinator II, Environmental Projects	Last Revised/Approved: 02/2019
Job Code:	Reports To: Supervisor I, Hazardous Materials
Office: School Administration	Department: Facilities and Maintenance

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: Full Time
	Probation: 1 - year

Position Summary/Purpose:

The Coordinator II, Environmental Projects is responsible for overall coordination of environmental and safety aspects of maintenance and construction projects. Provides Certified Asbestos Project Design under their signature. Represents the Division of Facilities and Maintenance Services with respect to environmental and safety compliance.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

- Manages environmental and safety projects involving repair, renovation, and construction of buildings and equipment.
- Prepares "Request for Proposal" bid documents, develops the complete scope of work and prepares detailed phased project schedules to most efficiently allow for remediation activities and subsequent reconstruction on a project-by-project basis for all formal and informal projects.
- Prepares specifications for environmental projects, evaluates bids and recommends award. Critically reviews and approves scope changes, change order requests, payment requests and contractor submittals.
- Prepares cost estimates for environmental projects, identifies inconsistencies in documents and assists in value engineering.
- Works directly with internal and external architects and engineers in the development of construction documents.
- Recommends means and methods to achieve compliance with applicable regulations while interacting with hazardous materials.
- Reviews plans and specifications prepared by internal and external architects and engineers to ensure that they reflect the intended project scope and are consistent with planning discussions and district standards
- Monitors Facilities & Maintenance Services staff for compliance with existing safety regulations including, but not limited to: confined spaces, hazard communication, personal protective equipment, respiratory protection, emergency response and radiation safety.
- Updates existing MPS safety programs and develops new programs as needed.
- Coordinates disposal of various waste streams in compliance with regulations
- Investigates all escalated environmental complaints received from MPS administrative staff, teachers and parents, and issues technical reports of findings.
- Designs and executes remediation activities as required.

- Assigns duties, outlines methods, directs work in process, reviews, approves and signs completed work of external consultants as projects require.
- Outlines methods to ensure the organization's compliance with federal, state and local environmental and safety regulations and provides compliance oversight to internal and external design professionals.
- Actively supports the Superintendent's Five Pillars of Success.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's degree in Engineering, Chemistry, Physical Science, Environmental Health or related field from an accredited college or university.

Experience Requirements:

- Must have at least five (5) years of proven experience managing major environmental projects including asbestos, lead, underground storage tanks, indoor air quality and hazardous materials.
- Must be state certified in assigned Asbestos and Lead disciplines within one year of appointment.
- ***Equivalent education and experience may be considered.***

Knowledge, Skills and Abilities:

- Effective oral, written and presentation skills are required
- Must possess a working knowledge of applicable regulations including, but not limited to: USEPA, OSHA, DOT, WDNR, WSPS (formerly DCOM) and WDHS.
- Must demonstrate experience in writing technical reports as well as general correspondence.
- Effectively communicate technical and legal information both verbally and in writing.
- Read and interpret technical specifications and construction drawings.
- Analyze complex and difficult problems involving frequent changing conditions.
- Demonstrate good judgement, initiative and ingenuity in areas where procedures are unclear.
- Demonstrate advanced skills in Microsoft Office Suite software and managing database information. Must be able to work effectively under time constraints.
- Must be able to handle multiple projects and see them through to completion.

Working Environment:

- Typical office or school environment as well as typical construction/remediation/abatement sites
- May be required to travel around the city of Milwaukee
- Requires after hours and weekend work on a periodic basis
- Valid State of Wisconsin Driver's License and availability of a properly licensed insured personal vehicle at time of appointment and during employment

Physical Demands:

- Must be able to wear self-contained breathing apparatus
- Climb and work at heights, in tunnels and confined spaces;
- Work in hot, dusty, odorous and noisy environments; and operate complex testing equipment.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information,

physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.