

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Indoor Air Quality (IAQ) Coordinator
Department: Buildings & Grounds
Reports to: Director of Buildings & Grounds
Prepared Date: October 2020

SUMMARY OF RESPONSIBILITIES

Responsible for coordination of the District's Indoor Air Quality program and incident response. Responsible to lead, educate, inform, and motivate the District in Air Quality planning and strategies, develop plans to prepare and respond to emergencies, create educational and training materials.

DUTIES AND RESPONSIBILITIES

- Health and Safety written plan coordination/management of Lead in Water, Radon, PPE, Hearing Conservation, Respiratory Protection, Electrical Safety, elevator, integrated Pest Management, Welding cutting and brazing, and Lift safety.
- Conduct on-going IAQ assessments of each building through site visits.
- Serve as the primary project manager for maintenance/repair projects that relate to IAQ.
- Serve as a resource to other project managers to ensure IAQ is considered in other projects in the district.
- Receive, investigate, and resolve complaints related to IAQ.
- Provide reports to buildings, the Director, or the School Board concerning IAQ.
- Serve on the district-wide Safety Committee and address IAQ issues.
- Maintain records including JSDS and chemical usage.
- Develop best practices procedures for various functions relating to IAQ.
- Maintain reference manuals
- Maintain CAD system information on IAQ related components.
- Conduct training and staff development on IAQ issues.
- Assist the Public Information Office with technical information needed to respond to public or media concerns or requests for information.
- Develop procedures to guide actions in situations requiring relocation of students and staff in the event of an emergency affecting IAQ.
- Performs such other tasks and assumes such other responsibilities as the Buildings & Grounds Director may assign.

SUPERVISORY RESPONSIBILITIES

None

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

Asbestos Abatement Process Certification. Must possess a Minnesota driver's license.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of applicable codes, regulations, regulations regarding maintenance, and standard industry practices.

Asbestos Abatement Process Certification or knowledgeable and/or experienced with asbestos abatement process.

HVAC knowledge and full understanding of system operations and design intent.

Experience with construction project management.

Proficient in MS Office (Word, Excel and PowerPoint) and database management systems.

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.

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

Bachelor's degree in Environmental Science preferred. A minimum of 3 years experience in a related field preferred.