

Environmental Specialist

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

The Environmental Specialist will directly report to the Indoor Environmental Quality (IEQ) Manager and will manage/support programs and portions of programs within the Office of the Environment to include asbestos, mold/indoor air quality, lead and drinking water, well water, lead-based paint, chemical disposal, restoration/remediation projects, radon, noise, etc. The Environmental Specialist will be expected to independently perform a variety of project management functions to include scheduling, data analysis, and report writing, as well as perform on-site sampling and assessment. The individual will take ownership of a variety of programs within the office and be responsible for maintaining regulatory compliance/best practices with said programs. Should a real or perceived environmental emergency occur, the individual could be tasked with responding immediately. The Environmental Specialist will be on-call on a rotational basis.

ESSENTIAL POSITION RESPONSIBILITIES

- Conducts routine environmental / IEQ inspections / sampling activities associated with indoor environmental quality (asbestos, mold, water, noise, etc.) and prepares reports/lists documenting assessments results and corrective actions.
- Under the direction of the IEQ Manager, collects routine environmental/industrial hygiene samples such as asbestos (bulk), water (primarily lead), radon, etc. as well as real-time data associated with volatile organic compounds, particulate, and general indoor air quality parameters such as temperature, relative humidity, carbon dioxide, and carbon monoxide.
- Acts as the designated person and primary contact in maintaining the system's Asbestos Management Program which includes conducting facility inspections, collecting bulk samples, updating Management Plans, 2-hour awareness training, etc.
- Performs environmental testing/contractor oversight during emergency restoration projects (water, fire/smoke, sewage, etc.).
- Responds promptly to real and perceived emergencies involving environmental health issues.
- Interacts and communicates with other departments, school administrators, and contractors to remediate environmental concerns.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- A Bachelor's degree in environmental science, industrial hygiene or a degree with a minimum of thirty hours of coursework in science.

Experience:

- Five (5) years of experience performing environmental and/or industrial hygiene assessments such as asbestos surveys, water sampling, and/or mold and moisture intrusion assessments.

Certifications:

- Possession of a Maryland Asbestos Inspector certification.
- Possession of Asbestos Project Designer license.

PREFERRED QUALIFICATIONS

- One year of Project Management level experience such as planning, budgeting, scheduling, and reporting as it relates to environmental or industrial hygiene assessments such as asbestos surveys, water sampling, or mold and moisture intrusion assessments.
- Maryland Public Drinking Water certification.
- Asbestos Management Planner certification.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Central Office Technical Salary Scale, Grade 24, \$70,607 - \$116,973. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may be eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.