

Verification	Originator	Revised	Approved	Issued
Initials	SW			
Date	12/18/13			



City of Petersburg
Facility Management Division of Public Works

ESMS Document

FM ED-4.4.1-2 Roles and Responsibilities Matrix – Custodial Services

Person responsible:	Reggie Lantz, General Manager of Facility Management
Area of application:	Custodial Services
Document location:	http://www.petersburgva.gov/index.aspx?NID=622
Original issue date:	12/18/2013

Revisions

Rev. No.	Date	Description
001	12/30/13	Minor edits to the document to improve accuracy.
002		

Recurring action ESMS

Activity	Responsibility	Frequency
1. Review and, if necessary, revise the specific roles and responsibilities of all personnel involved in the ESMS.	ESMS Team	Each start of Fiscal Year
2. Communicate to all employees the personnel involved in the ESMS, and the role each performs.	General Manager FM	On-going
3. Encourage involvement of all employees in various roles and responsibilities to support the ESMS.	General Manager FM	On-going

Job Title/Group	Employee(s)	Description of Responsibilities in the ESMS
ESMS Team	William Johnson III Steven Hicks Reggie Lantz Bill Riggleman Darryl Walker Amanda Rodriguez	<ul style="list-style-type: none"> See below for individual responsibilities.
City Manager/ESMS Reviewer	William Johnson III	<ul style="list-style-type: none"> Member of the ESMS Team Serves as ESMS reviewer and approves policies Supervision of day-to-day operations of all city departments

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		<p>and staff, directly and through department heads;</p> <ul style="list-style-type: none"> Endorses the Environmental Policy and ensures adherence to the policy during decision-making processes; Appoints ESMS management representative.
Public Works Director/Senior Executive	Steven Hicks	<ul style="list-style-type: none"> Member of the ESMS Team Serves as the Senior Executive Oversees Facility Management Approves recommendation for opportunities for improvement Oversees the Leadership Team in the development and continual implementation of the ESMA Ensures the necessary resources for implementation of the ESMS, including infrastructure, information system ESMS, technology, training, other financial resources, and human resources; Leads the Management Reviews of ESMS policies, procedures and documents. Endorses the Environmental Policy and ensures adherence to the policy during decision-making processes; Communicates the Environmental Policy to all employees and those persons working for, or on behalf of, the FM-Custodial Services, and ensures it is available to the public;
General Manager of Facility Management/ESMS Management Representative	Reggie Lantz	<ul style="list-style-type: none"> Member of the ESMS Team; Serves as ESMS Management Representative; Leads the initial employee awareness training; Oversees the Leadership Team in the development and continual implementation of the ESMS; Assures that Custodial Services is committed to continual improvement of the ESMS; Oversees internal and third-party ESMS and environmental compliance audits; Ensuring that ESMS is established, implemented and maintained in accordance with ESMS ISO 14001 Provides the specific roles, responsibilities and authorities for reporting to Director of Public Works on the performance of ESMS for review, including

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		<ul style="list-style-type: none"> recommendations for improvement; Responsible for R&R Matrix – Custodial Services Serves as Emergency Incident Commander
Assistant General Manager/ESMS Coordinator	Amanda Rodriguez	<ul style="list-style-type: none"> Member of the ESMS Team; Participates in the Management Review of ESMS policies, procedures and documents; Serves as general coordinator and document manager of the ESMS. Organizes and oversees the general internal and external communication of ESMS information (such as memos, schedules, newsletters and website); Maintains the accuracy and integrity of the ESMS documents, forms and records; Maintains control of the ESMS documents, forms and records, and ensures they are available electronically and in the Administration Department files; Evaluates and implements training needs, and serves as ESMS training coordinator; Develops, plans, schedules, implements and maintains self-audit environmental compliance evaluations; Collaborates with the Director of Public Works and General Manager of FM on training needs and programs.
General Manager of Street Operations	Bill Riggleman	<ul style="list-style-type: none"> Member of the ESMS Team; Participates in the Management Review of ESMS policies, procedures and documents; Reports to the Director of Public Works on ESMS performance, and opportunities for improvement; Provides training and leadership regarding ESMS.
Stormwater Manager	Darryl Walker	<ul style="list-style-type: none"> Member of the ESMS Team; Participants in the Management Review of ESMS policies, procedures and documents; Leads the development, implementation, maintenance, and continual improvement of the ESMS; Ensures that all Custodial Services activities meet environmental regulations, permit requirements, and other policies of the ESMS;

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		<ul style="list-style-type: none"> Ensures that ESMS procedures and SOPs are established, maintained and followed; Collaborates with the General Manager of FM on training needs and programs; Reviews nonconformances resulting from daily activities, internal audits or third-party (external) audits; Approves corrective action plans; documents issue closure; Reports to the Director of Public Works on ESMS performance, and opportunities for improvement. Serves on ESMS sub-teams to identify and assess environmental aspects and to review sanitary sewer overflows.
General Supervisor	Greg Sangregorio	<ul style="list-style-type: none"> Serves on the ESMS sub-team to identify and assess environmental aspects; Assures delivery, transport, handling and storage of all materials within the main, and extended, fence line is performed according to environmental regulations, permit requirements, and other policies of the ESMS. Oversees SOPs and other Operational Controls pertaining to the purchases of materials and/or services with environmental impacts; Ensures contractor support of ESMS policies through contractual obligations; Oversees SOPs and other Operational Controls, and the activities associated with the Custodial Services; Heads the ESMS sub-team to identify and assess environmental aspects;
Leadership Team	Mike Lyman Roslyn Batts Barbra King Sherry Dew	<ul style="list-style-type: none"> Support the development and continual implementation of the ESMS; Participate in the Management Review of ESMS policies, procedures and documents; Assure that each employee within his/her responsibility complies with ESMS policies, procedures and documents Develop initial and updated lists of environmental aspects, including scoring based upon numerous environmental and business factors.

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Custodial Supervisors	Various	<ul style="list-style-type: none"> • Train and communicate pertinent SOPs and other Operational Controls to the employees under their supervision; • Review any environmental regulations, permit requirements, and other policies of the ESMS that are pertinent to the activities of the employees under their supervision; • Ensure that employees under their supervision have the necessary training, tools and resources to meet the requirements of ESMS; • Communicate employee feedback on the Environmental Policy and other issues of the ESMS to a member of the ESMS Team.
Custodial Employees	All	<ul style="list-style-type: none"> • Knowledgeable of the Environmental Policy and the current significant aspects; • Perform assigned tasks in accordance with SOPs and Operational Controls; • Perform assigned tasks in accordance with environmental regulations, permit requirements, and other policies of the ESMS that have been communicated to them; • Communicate concerns to their supervisor or a member of the ESMS Team regarding the performance of tasks that are not in accordance with the requirements stated above; • Serve on the ESMS Team or a sub-team, as needed.