





# Jada W. Griggs

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128 Western Avenue, Cynthiana, KY 41031 

## Sustainability Program Manager Senior

Knowledgeable about current regulatory, environmental, safety and health policies, procedures, and strategies to help promote effective operations for the protection of the environment, people, data, property, and institutions.

Ability to develop, implement, manage, and promote effective environmental initiatives, grants, regulatory, and safety and health programs & projects.

Strong analytical, communication and interpersonal skills; ability to motivate others to achieve desired program & project outcomes.

## Experience

### Lexington-Fayette Urban County Government Lexington, Kentucky

2022 - Current

#### Program Manager, Sr.

- Manage Lexington-Fayette Co. MSA Climate Pollution Reduction Planning Grant.
- Facilitate Empower Lexington: A Plan for a Resilient Community updates.
- Facilitate Solarize Lexington Program.
- Manage Green Check Business Sustainability Program.
- Research and recommend policies and best practices for sustainability initiatives.
- Educate the community on opportunities to improve energy efficiency, water conservation, sustainable construction practices, efficient transportation, climate friendly purchasing and other sustainable practices.
- Raise awareness of incentive opportunities for residential and commercial sectors with a focus on low-income and multi-family housing opportunities.
- Research grant opportunities and develop grant applications.
- Attend public and stakeholder meetings.
- Conduct public outreach on sustainability opportunities.
- Ensure project and program budgets are appropriately set up and followed.
- Implement and coordinate projects including cross-functional team projects.
- Serve as staff liaison to boards and commissions as appointed.

### City of Cynthiana Cynthiana, Kentucky

2015 - 2022

#### City Commissioner

- Appointed by the Mayor to fill unexpired year of previous Commissioner.
- Officially elected during a special election in November 2015. Was re-elected to a full-term in November 2016 and 2018.
- Oversee the employees and services of Department of Public Works & Maintenance.
- Conduct interviews and hire new employees.
- Investigate personnel problems. Responsible for employee disciplinary actions.
- Create, balance and manage department and City budget.
- Developed strategic short and long term plan for the City.

### Lexington-Fayette Urban County Government Lexington, Kentucky

2017 - 2022

#### Safety and Loss Control Specialist

- Work as a liaison for divisions under the CAO, Department of Environmental Quality and Public Works, Public Safety, General Services, Finance, Social Services, Administrative Services, and the Department of Law.
- Coordinator and facilitate KY OSH Injury and Illness, recordkeeping training for LFUCG Insurance Coordinators on what injuries and illness are considered recordable by OSHA Standards. Conduct training for individual coordinators, as needed.
- LFUCG OSHA Recordkeeping and reporting to the Bureau of Labor Statistics (BLS). Send email correspondences with steps to run OSHA logs and productive hours report, and reminder email. Accumulate OSHA logs recorded for the previous year from insurance coordinators through the LFUCG department and/or divisions, check logs for accuracy and work with departments/divisions to correct logs, as necessary. Enter correct logs and other required information for the entire LFUCG into the Bureau of Labor Statistics (BLS) database.
- Facilitate compliance of the Radon Program for the LFUCG.
- Designated as the Risk, Safety and Loss Control Safety Inspector. Develop, review, analyze, update and administer safety and loss control programs for divisions in the LFUCG to determine the quality and comprehensiveness of these programs in all areas of safety, loss control, industrial hygiene and emergency planning.
- Conduct Job Hazard Analysis and Job Safety Analysis for divisions to help ensure employees are performing job duties in a safe manner. Make recommendations for improvements of process and personal protective equipment.

**Lexington-Fayette Urban  
County Government**  
**Lexington, Kentucky**  
2010 - 2017

- Conduct property surveys of facilities owned and managed throughout the LFUCG. Compose detailed reports of deficiencies (including photos) and recommended corrective actions. Support division or department in implementing corrective actions.
- Research, analyze and update health and environmental elements and conducted testing (e.g. noise, dust, vapors and gases, etc.) to ensure tasks and exposures of individuals are within limitations and capacities.
- Coordinate, maintain, update and monitor the Occupational Safety and Health Administration (OSHA) and LFUCG programs, ensuring that programs and procedures were followed by each division.
- Respond to Kentucky Occupational Safety and Health Administration (KOSH) regulatory citations and notice of violations with proposed corrective actions.

## **Environmental Initiatives Specialist**

- Supported the Department of Environmental Quality and Public Works through the Division of Environmental Services. Developed, coordinated, implemented and managed environmental initiatives for the Division of Environmental Services.
- Implemented and coordinated assigned environmental initiatives for the local government and community such as reducing our carbon footprint, promoting reduce, reuse, recycling, and pursuing environmental grants.
- Managed several program/projects including the Brownfields, Citizens' Environmental Academy, Green Roofs Symposium, Recycle Bowl Competition (Local and National), KY EXCEL Program, Hydration Station Project, No Idling Policy, and Lead-free Wheel Weight Program.
- Managed the \$200,000 Federal Environmental Protection Agency (EPA) Brownfield grant and \$12,000 KY EPA Brownfield grant for environmental remediation at the Historic Fayette County Courthouse. Developed and submitted quarterly reports to Federal EPA and State of KY.
- Assisted with administering various grants to include submitting required reports for Dept. of Energy (DOE) Energy Efficiency and Conservation Block Grant, Environmental Protection Agency (EPA) Brownfield Program Assessment Grants and EPA Environmental Justice Grant.
- Assisted with the preparation of program budgets and creating procurement language for environmental projects. Assisted with evaluating bid responses for green initiatives/projects.
- Independently conducted research and analyze a variety of complex environmental (green) issues as assigned by the supervisor; composed (complex) correspondence and reports summarizing/communicating results of research.
- Served as Division or Program representative at administrative, council, committee, neighborhood meetings, and/or team meetings upon request of supervisor.
- Provided internal and external education and outreach on environmental issues and green initiatives.

**Lexington-Fayette Urban  
County Government**  
**Lexington, Kentucky**  
2000 - 2010

## **Industrial Hygiene & Loss Control Specialist**

- Facilitated compliance of the Radon Program and Lead Program for LFUCG.
- Represented the Division of Risk Management on special projects in various committees.
- Designed and co-managed the Division of Risk Management's First Aid and CPR Program. Co-instructor for First Aid and Cardiopulmonary Resuscitation (CPR) training classes offered to safety inspectors throughout LFUCG.
- Developed, reviewed, updated and administered safety and loss control programs for divisions in to determine the quality and of these programs in all areas of safety, fire, environmental, industrial hygiene, security and emergency planning.
- Conducted property surveys of facilities owned and managed throughout LFUCG. Composed detailed reports of deficiencies and recommended corrective actions. Supported divisions or department in implementing corrective actions.
- Coordinated, updated and monitored the Occupational Safety and Health Administration (OSHA) and LFUCG programs.
- Published articles in LFUCG Safety, Health and Environmental Compliance Newsletter.

## **Education**

**Eastern Kentucky University**  
**Richmond, Kentucky**

**Master of Science, Loss Prevention and Safety**  
1997

**Bachelor of Science, Assets Protection**  
**Emphasis on Computer and Information Security**  
1995