



TITLE	CLASSIFICATION	SALARY GRADE
ENVIRONMENTAL HEALTH & SAFETY SPECIALIST	CLASSIFIED	GRADE: R
BOARD POLICY REFERENCE: NEW CLASSIFICATION – Board Approved 10-13-15		

JOB DESCRIPTION:

Under general supervision, promotes continuous improvement of safety and health systems that results in the reduction of accidents and illness, and ensures compliance with all federal, state and local regulatory requirements pertaining to occupational health and safety and environmental management; recommends appropriate actions needed to raise employee awareness of risks and to reduce, avoid, and protect employees from hazards in the workplace, including occupational illness or disease; identifies and analyzes problems, investigates accidents and near misses, and makes recommendations for improvements; develops, administers and implements occupational health and safety, environmental management, and risk management training programs for faculty, staff and students.

SCOPE:

The Environmental Health & Safety Specialist develops, implements, measures the effectiveness of, and recommends revisions to, occupational health and safety and environmental management programs, and provides health and safety inspections, investigations and training at all District facilities; and responds to District health and safety emergencies/disasters.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops, implements, and maintains assigned elements of the District’s Injury and Illness Prevention Program (IIPP).
2. Consults with District faculty and staff regarding IIPP compliance, hazard identification, record keeping and development of safe work practices and follows up on the status of recommendations.
3. Develops, implements, measures the effectiveness of, and recommends revisions to occupational health and safety programs including, but not limited to: Fork Lift Safety, Aerial Lift Safety, Ergonomics, Fall Protection, 12-Passenger Van Safety, Lock Out/Tag Out, Confined Space Entry, Electrical Safety, etc.
4. Supports and/or facilitates the District’s Building Safety Inspection Program.
5. Performs job hazard analyses of high hazard job tasks, and inspects high hazard locations and conducts District-wide surveys of slip, trip and fall hazards. Makes recommendations to the appropriate administrator and follows up on status of recommendations.
6. Consults with all departments on appropriate selection and use of equipment, and investigates and makes recommendations for Personal Protective Equipment (PPE).
7. Investigates all safety reports, accidents, near misses or problem areas, and indoor air quality complaints, and recommends future preventive measures including alternative methods or fixtures to alleviate hazards; provides periodic reports on the status of the issues identified, the associated recommendations made, and tracks issues until closed.
8. Consults with Human Resources regarding workers’ compensation cases, including working with the District’s insurance carrier.
9. Arranges occupational health and safety testing and/or medical monitoring of employees, contracting with outside occupational health and safety experts as necessary.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Compiles and submits reports required by management, regulatory agencies and insurance companies.
11. Participates in federal, state, and local investigations and inspections related to environmental health and safety. Prepares materials and evidence for use in hearings, law suits, and insurance investigations.
12. May be required to represent the District in community or industry safety groups and programs.
13. Supports and/or facilitates District Safety and Health Committee meetings.
14. Supports and participates in District-wide efforts related to emergencies and disasters
15. Communicates the applicable requirements of legal mandates to faculty and staff.
16. Coordinates occupational health and safety, environmental management, and risk management training programs in collaboration with Professional Development; measures the effectiveness of training programs; designs and implements new programs, and ensures that all training related to record keeping requirements are met.
17. Conducts needs assessments and evaluates policies and regulations to determine training requirements related to environmental health and safety at the individual, department, and District-wide level; ensures training programs reflect current training requirements and are developed with the most appropriate delivery method; uses projections, program evaluation and planning skills to request adequate resources for the training program.
18. Coordinates with Human Resources, and/or the employee's supervisor, for the training of newly hired employees on the environmental health and safety requirements specific for their job description, work location, job category and/or work tasks.
19. May train and supervise student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze and interpret codes, regulations, policies, and procedures; interpret and apply Federal, State and local regulations pertaining to occupational health and safety and environmental management; write and implement compliance plans and programs; communicate effectively in English; organize and communicate sensitive and complex technical information; maintain confidentiality of sensitive information; prepare and present training sessions on complex subjects to small and large groups; evaluate level of compliance and effectiveness of procedures; identify potential hazards related to the facilities and jobs performed; develop solutions to complex problems; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Laws, regulations, ordinances, trends and practices governing occupational health and safety and environmental management; standard office productivity software; service request systems; and emergency response procedures; needs, issues, and complexities affecting regulatory compliance on District properties.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A bachelor's degree in occupational or environmental health and safety management, environmental science, a physical science, or a related field. Professional occupational health and safety certification (e.g. Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), etc.) is preferred.

Experience:

Extensive experience in compliance, coordinating, implementing and training related to occupational health and safety and environmental management programs. Work in a college, or university setting preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, and maintain qualification for the District's Van Driver Program. If professionally certified (e.g. CSP, CIH, etc.), certification must be maintained.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting items (up to 50 lbs. unassisted); safely maneuvering heavy items using hand truck or dolly; bending; standing; climbing or walking. Must medically qualify to wear a respirator. Position has potential for exposure to hazardous work locations, materials and waste.