

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Environmental Health and Safety	Management Team Classified Supervisor	18

SCOPE OF POSITION:

Under the direction of the Senior Director, Facilities Planning and Operations, organize and manage the operations of the Environmental Health and Safety (EH&S) Department; plan, develop, implement, evaluate and maintain programs necessary to ensure a safe and healthy work and learning environment for faculty, staff, students and visitors, to protect the District against losses, and to ensure that the District is in compliance with applicable safety codes and regulations; train, supervise and evaluate the performance of assigned staff.

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. Maintain compliance with a wide variety of applicable regulatory programs and standard risk management practices; participate in the development and review of District policies and procedures; ensure that requirements are met related to employee safety training including new-hire, upon changes in the work procedures or materials, and refresher training on both a standard frequency or due to unsafe acts or accidents; prepare and maintain accurate records of trainings.
2. Plan and advocate for additional departmental funding sources and the acquisition and/or modernization of a variety of District-wide systems such as employee learning management systems, training databases, and safety data sheet (SDS) systems.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Lead the District's emergency management efforts; develop and update District policies, procedures and plans associated with emergency management including mitigation, preparedness, response and recovery; develop, coordinate and deliver District-wide emergency management trainings; coordinate efforts with a variety of internal and external emergency management partners.
5. Review and investigate reports of safety hazards, injuries, illnesses, property damage and near misses; conduct root cause analysis; research solutions, make recommendations and oversee implementation of related programs or procedures; meet with stakeholders and consultants; advocate for funding; conduct building inspections and ergonomic evaluations.
6. Provide technical expertise and assistance to the Director and Senior Director of Facilities Planning and Operations regarding assigned functions; assist in the formulation and development of policies, procedures and programs; communicate needs for repair and/or modifications to the physical plant, grounds or related equipment, and to secure resources for large projects.
7. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities; prepare and maintain records of chemical inventories, SDSs, hazardous waste disposal manifests, universal and medical waste disposal, instrument calibrations, inspections, medical records from exposure monitoring, environmental testing, and hazardous waste determinations.
8. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; communicate with external organizations to discuss hazardous material/waste issues, inspections, permitting, training and other matters related to EH&S.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Develop and prepare the EH&S, hazardous materials safety, emergency management and ergonomics budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established policies and procedures.
10. Utilize various industrial hygiene instruments, a computerized fire extinguisher simulator, fall arrest devices, and confined space rescue equipment.
11. Attend and conduct a variety of meetings; serve on a variety of assigned committees; make presentations related to EH&S issues.

KNOWLEDGE OF:

1. EH&S and emergency management related laws, regulations, industry standards and related management practices.
2. EH&S issues related to the construction and renovation of facilities.
3. Industrial hygiene principles and implementation including use or ability to learn the function of common direct reading instruments.
4. Budget preparation and control.
5. Oral and written communication skills.
6. Principles and practices of administration, supervision and training.
7. Applicable District policies and procedures.
8. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Train, supervise and evaluate the performance of assigned staff.
2. Lead the District's emergency management efforts.
3. Learn new concepts, techniques, regulations, and obtain certifications as required.
4. Prepare and conduct effective training sessions.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer including standard office productivity software, as well as assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of a variety of reports, records and files related to assigned activities.
14. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in occupational safety, environmental management or related field.

EXPERIENCE:

Increasingly responsible experience working in one or more of the EH&S disciplines.

LICENSES AND OTHER REQUIREMENTS:

At least one of the following certifications: Certified Safety Professional, Certified Industrial Hygienist, Certified Fire Protection Specialist, or Certified Hazardous Materials Manager. Must be able to perform physical activities, such as, but not limited to; lifting items up to 50 lbs. unassisted, bending, standing, climbing and/or walking. Must be able to work safely in a hazardous environment using the appropriate personal protective safety measures.