

MANAGER, ENVIRONMENTAL SAFETY AND EMERGENCY SERVICES

DEFINITION

Under general direction, plans, organizes, implements, administers, directs, evaluates, and maintains programs necessary to ensure a safe and healthful environment for employees, students, and visitors at all College facilities, to protect the College against losses and to ensure that College operations are in compliance with applicable local, state, and federal codes and regulations; plans, organizes, implements, and administers the campus wide emergency management program for effective emergency preparedness, response, and recovery; provides training and staff development for College employees on environmental health and safety and emergency preparedness programs; provides support to the Director, Safety, Health Benefits and Risk Management in areas of expertise; and performs related work as required. The Manager of Environmental Safety and Emergency Services is an emergency responder and is expected to be available to respond to College emergencies as needed, this may require work after regular hours and on weekends.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. May exercise direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for managing environmental safety and emergency services programs of the Safety and Risk Management Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Safety, Health Benefits and Risk Management in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating programmatic work. This class is distinguished from the Director, Safety, Health Benefits and Risk Management in that the latter has overall management responsibility for Risk Management, Health and Safety programs, services, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Responsible for monitoring local, state, and federal regulations, current legislation and nationally recognized environmental health and safety standards to assure compliance; serves as the College's liaison with regulatory compliance inspectors and participates in compliance inspections. Serves as the chemical hygiene officer for the College.
2. Analyzes and evaluates the College's environmental safety compliance programs and directs, manages, develops, implements, and updates programs necessary to ensure a safe and healthful environment for employees, students, and visitors.
3. Directs, manages, and implements programs such as, but not limited to, the College Business Emergency Plans, Hazard Mitigation Plan, Emergency Preparedness and Procedures Plans, Hazardous Materials Management, Hazardous Waste Management, Hazardous Waste Incident response and reporting, Chemical Hygiene Plan, and the College's safety inspection program.
4. Works closely with employees to support implementation of health and safety and emergency preparedness programs and keeps them informed of any changes in applicable regulations including U.S. Environmental Protection Agency (EPA), Fire Safety, and others.

5. Performs, oversees, and coordinates College-wide facility inspection programs to ensure that hazards are identified and corrected and risks managed. Responds to and investigates hazard complaints and take or recommend corrective action.
6. Provide training and staff development for College employees on environmental health and safety and emergency preparedness programs; designs and conducts training exercises/drills in order to test the effectiveness of the Emergency Management plan; provide communications and publications to all employees related to environmental health, safety, and emergency preparedness; develop web-based communication systems for dissemination of environmental health, safety, and emergency preparedness information.
7. Reviews, revises, updates, and maintains safety record keeping systems, including computerization of records, confidentiality, and efficient access. Manages Environmental Safety and Emergency Services budgets and develops cost effective strategies, including exploring available grant funds, for maintaining College safety, environmental health, and emergency services programs.
8. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned operations; recommends within departmental policy, appropriate service and staffing levels, and resources; recommends and administers policies and procedures.
9. Prepares, reviews, and presents reports and updates on special projects, emergency preparedness, and environmental and safety inspections as assigned by the Director, Safety, Health Benefits and Risk Management.
10. Acts as a primary responder to coordinate the emergency and after hour response to urgent facility needs; Coordinates emergency planning with on campus first responders, Policy Group and with outside agencies such as the Federal Emergency Management Agency (FEMA), the California Office of Emergency Services (OES), and emergency response organizations.
11. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
12. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
2. Biological and chemical safety standards and practices, laboratory safety procedures, physical hazard, and safety engineering.
3. National Incident Management System (NIMS) and National Response Framework (NRF), the California Emergency Services Act, the Natural Disaster Assistance Act, and the Robert T. Stafford Act.
4. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
5. Budget development, administrative practices, and program management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
6. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
7. Principles and procedures of record keeping.
8. Modern office practices, methods, and computer equipment and applications.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities to:

1. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned area of responsibility.
2. Provide administrative and professional leadership and direction for assigned area of responsibility.
3. Prepare and administer budgets; allocate limited resources in a cost effective manner.
4. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
5. Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility.
6. Research, analyze, and evaluate emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
7. Effectively administer environmental safety and emergency services programs, services, projects, events, and activities.
8. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
9. Effectively represent the College and the department in meetings.
10. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in occupational safety, industrial hygiene, environmental science, or a related field, or equivalent combination of education and experience and two (2) full time equivalent years of experience in emergency planning or disaster management. Minimum of three (3) full time equivalent years of progressively responsible experience in developing, planning, and administering environmental health and safety program in a large organization, preferably a school or college environment.

Licenses and Certifications:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Must possess or obtain current, valid 40 Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification in compliance with 29 CFR 19.10.120, within 90 days of appointment and maintain it as a condition of continued employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking

between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 12.2019