

Job Description

Title:	Manager, Environmental Safety and Emergency Services
Unit:	Management
Range:	8
Management Steering Committee Review:	11/5/2019
Synopsis:	Update job classification to better align with the new roles and responsibilities
Rational	This position will be come vacant at the end of the year. The essential functions were reviewed and updated to better align with the needs of the College and safety programs.

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 faculty, staff, students and visitors at all ~~District~~ College facilities, to protect the ~~District~~ College against losses and to ensure that ~~District~~ 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 ~~District~~ College employees on environmental health and safety and emergency preparedness programs; provides ~~highly complex and responsible~~ 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 be available to respond to ~~District~~ College emergencies as needed, this may require work after regular hours and on weekends.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Director, Safety, Health Benefits and Risk Management~~ 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 ~~CAL/OSHA and AQMD and other~~ local, state, and federal regulations, current legislation and nationally recognized environmental health and safety standards to assure compliance, and serves as the ~~District's~~ College's liaison with ~~CAL/OSHA and other~~ regulatory compliance inspectors and participates in compliance inspections. Serves as the chemical hygiene officer for the ~~District~~ College.
2. Analyzes and evaluates the ~~District's~~ College's environmental safety compliance programs and directs, manages, develops, implements, ~~maintains~~ and updates programs necessary to ensure a safe and healthful environment for ~~faculty, staff~~ 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, ~~Illness and Injury Prevention Plan~~, Hazardous Materials Management, Hazardous Waste Management, Hazardous Waste Incident response and reporting, Chemical Hygiene Plan, ~~Lockout Tagout Plan~~, ~~Confined Spaces Plan~~, ~~Hearing Conservation Plan~~, ~~Ergonomics Plan~~, ~~Respiratory Protection Plan~~, ~~Commercial Driver Program~~ and the College's safety inspection program.

4. Works closely with ~~administrators, managers, department chairs, supervisors and staff~~ **employees** to support implementation of health and safety and emergency preparedness programs and keeps them informed of any changes in applicable regulations including OSHA, **U.S. Environmental Protection Agency (EPA)**, Fire Safety, and others.
5. Performs, oversees, and coordinates ~~District~~ **College** -wide facilities 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. ~~Works closely with Director, Safety, Health Benefits and Risk Management to review the Employee Injury and Illness Prevention Program to identify areas of high injury or accident rates and to develop reduction measures.~~
6. Provide training and staff development for ~~District~~ **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. Learns and applies emerging technologies as necessary, to perform duties in an efficient, organized, and timely manner.
8. Manages Environmental Safety and Emergency Services budgets and develops cost effective strategies, including exploring available grant funds, for maintaining ~~District~~ **College** safety, environmental health, and emergency services programs.
9. ~~Serves on and advises District Health and Safety Committee; may serve on other groups as assigned.~~
10. 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.
11. Prepares, reviews, and presents ~~staff reports~~ **and** updates, ~~and reports on special projects,~~ **emergency preparedness, and environmental and safety inspections** as assigned by the Director, Safety, Health Benefits and Risk Management.
12. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
13. 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 local emergency response organizations.
14. 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.
15. ~~Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.~~
16. ~~Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.~~
17. 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. ~~Knowledge of methods and practices for conducting accident and workplace safety audits and investigations~~
5. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
6. Budget development, administrative practices, and program management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
7. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Principles and procedures of record keeping.
9. Modern office practices, methods, and computer equipment and applications.
10. ~~English usage, spelling, vocabulary, grammar, and punctuation.~~
11. Techniques for effectively representing the District College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. ~~Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.~~

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. Effectively represent the District College and the department in meetings.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Establish and maintain a variety of filing, record keeping, and tracking systems.
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. ~~Operate modern office equipment including computer equipment and specialized software applications programs.~~
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

~~Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:~~

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, **and or** ability to **obtain, maintain** 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 District **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. **Employees 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. ~~Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Employees may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. The Manager of Environmental Safety and Emergency Services is an emergency responder and is expected be available to respond to District emergencies as needed, this may require work after regular hours and on weekends.~~