

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Environmental Health and Safety	Range: 09 (CL)	Management Schedule
Date Revised:		Date Approved:	July 22, 2008
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Finance and Facilities or designee, this position is responsible for performing a variety of responsible duties related to the development, management and supervision of major and complex safety and environmental programs on a District-wide basis.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the development, implementation and coordination of the District's environmental, safety and training programs, including illness and injury prevention, hazardous materials, and emergency response; ensures compliance with federal and state laws and regulations.
2.	Researches, develops and implements District-wide environmental safety compliance programs, including accident investigation and prevention, illness and injury prevention, building and equipment safety, ergonomics, confined space, hearing conservation, respiratory protection, fire protection, chemical hygiene, and environmental recycling; works closely with administrators and staff to support implementation of health and safety regulations and programs; coordinates overall safety programs with various departments and assists managers with safety and environmental issues; advises regarding specifications for necessary safety and safety-related equipment.
3.	Coordinates loss prevention activities including identifying, evaluating, controlling and minimizing potential hazards and sources of injury to employees and property; coordinates District-wide facilities inspection and environmental audit programs to ensure that hazards are identified and corrected; performs building, worksite and equipment inspections; coordinates the investigation of hazard complaints and recommends corrective action to mitigate unsafe conditions and practices.
4.	Develops resources and conducts a variety of staff development environmental and safety training programs; monitors employee training requirements and compliance; designs and disseminates safety/environmental bulletins, newsletters and handbooks.
5.	Evaluates employee accident and injury reports, recommends remedial action, and follows up to ensure appropriate action is taken; collects and maintains appropriate accident and injury statistics and other regulatory documentation; continually evaluates the effectiveness of environmental safety compliance programs in promoting a safe and healthful environment.
6.	Maintains current knowledge of CAL/OSHA, AQMD and other local, state and federal environmental health and safety standards and regulations; serves as the chemical hygiene officer for the District; serves as liaison with government regulators conducting compliance inspections of District properties and facilities and with officials of other governmental agencies and industry organizations.
7.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

8.	Determines appropriate equipment and supplies for assigned programs in accordance with established policies; monitors and controls inventories.
9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Organizes, attends or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the District Manager, Environmental Health and Safety may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The District Manager, Environmental Health and Safety maintains frequent contact with various District and college personnel, vendors, and representatives from governmental agencies.

EDUCATION AND EXPERIENCE

Bachelor's degree from a regionally accredited institution, preferably with major coursework in occupational safety, industrial hygiene, environmental science, or related field, or equivalent combination of education and experience.

Minimum of three (3) years of progressively responsible experience in developing, planning and administering environmental health and safety programs in a large organization, preferably a school or college environment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, operations, policies and objectives
- Knowledge of local, state and federal safety, environmental and hazardous waste codes and regulations
- Knowledge of biological and chemical safety standards and practices, laboratory safety procedures, physical hazard and safety engineering
- Knowledge of emergency preparedness planning
- Knowledge of methods and practices for conducting accident and workplace safety audits and investigations
- Knowledge of appropriate software and databases
- Knowledge of record keeping procedures
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Ability to develop and present effective employee training programs and materials
- Ability to assess and evaluate workplace situations and hazards and recommend appropriate

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

corrective measures

Ability to respond to emergency situations in an organized and effective manner and take appropriate action

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to develop and implement policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

Valid First Aid and CPR Certification issued by the American Red Cross

Valid 40 Hour HAZWOPER Certification; annual 8 Hour HAZWOPER Refresher

Valid DOT HAZMAT Transportation Certification; DOT refresher every three years

WORKING CONDITIONS

Indoor and outdoor environment under various weather conditions; requires off-site duties and activities; sitting for long periods at a time (up to 2-3 hours); regularly requires walking, stooping, standing, bending, and climbing up and down stairs; occasionally requires lifting 15-50 pounds when conducting field investigations, safety audits, and training; subject to exposure to hazardous materials and conditions during safety inspections.