

POSITION DESCRIPTION

Environmental Health and Safety Programs Supervisor

Position Environmental Health and Safety Programs Supervisor
Department/Site Business Services
FLSA Exempt
Evaluated by Director of Business Services
Salary Range 08

Summary

Under general direction of the Director of Business Services, the Environmental Health and Safety Programs Supervisor develops implements and oversees the District's environmental, health and safety programs. The Environmental Health and Safety Programs Supervisor serves as the principal liaison between the District and all local, state and federal agencies responsible for regulatory compliance of environmental, health and safety programs.

Essential Duties and Responsibilities

- Ensures District compliance with all CAL/OSHA and AQMD and other local, state and federal regulations, current legislation and nationally recognized environmental, health and safety standards to assure the District's compliance.
- Conducts regular safety inspections and participates in all inspections conducted by regulatory compliance agencies, including CAL/OSHA, AQMD, the Fire Marshall, the State Water Resources Control Board and others. Coordinates the investigation of potential hazards and recommends corrective actions to mitigate any unsafe conditions and/or practices.
- Establishes and maintains cooperative working relationships with regulatory agencies and site inspectors; obtains and maintains permit files for agency inspections; maintains and reviews inspection records generated from internal audits and regulatory agencies during inspections; coordinates and drafts responses to Notice of Inspection and/or Violations issued by environmental regulatory agencies.
- Maintains Material Safety Data Sheets (MSDS) on chemicals used in all areas of the campus and ensures safe disposal of all chemical and biohazard waste campus-wide. Prepares reports and verifies appropriate hazard labels are on all chemicals used in laboratories and other areas on campus.
- Prepares, maintains, updates and provides related trainings on the *New Employee Safety Awareness Booklet*, the District Injury Illness Prevention Plan, the Hazardous Communication Plan, the Blood Borne Pathogen Exposure Control Plan, the Storm Water Pollution Prevention Plan, the Hazardous Materials Business Plan and other regulatory programs.
- Conducts or administers a variety of safety trainings such as ergonomics, hazard communication, illness and injury prevention, fire extinguisher use, forklift operation and others.
- Monitors and schedules inspections and service for fire extinguishers, fire suppression systems, clarifier pits and backflow devices.
- Directs the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities; prepares and maintains records of chemical inventories, safety data sheets, hazardous waste disposal manifests, universal and medical waste disposal, instrument calibrations, inspections, medical records from exposure monitoring, environmental testing, and hazardous waste determinations.
- Develops, oversees, and executes the District's recycling program.

POSITION DESCRIPTION

Environmental Health and Safety Programs Supervisor

- Maintains current knowledge of new and pending legislation related to health and safety; develops and implements appropriate programs and procedures to ensure continuing compliance.
- 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.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills, and Abilities

- Knowledge of industrial hygiene principles and implementation.
- Knowledge of proper storage and handling of hazardous materials and chemicals.
- Knowledge of college campus physical plant operations.
- Thorough knowledge of local, state and federal safety, environmental and hazardous waste codes and regulations.
- Knowledge of ADA accessibility standards, and fire/life safety standards for ingress, egress, signage and fire protection systems.
- Knowledge of regulations and best practices regarding recycling of waste and surplus materials.
- Knowledge of modern office practices and procedures, including an understanding of filing systems, file maintenance, and record-keeping.
- Knowledge of chemical safety, safety engineering and building environmental systems.
- Ability to remain calm and take appropriate measured action during emergency situations.
- Ability to prepare organized and understandable written plans, programs, reports, letters and position papers.
- Ability to present training and presentations to District employees in both large and small groups.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to plan, develop and implement generalized and specialized employee safety programs.
- Ability to inspect District grounds, facilities and work areas to identify unsafe practices, procedures and conditions.
- Ability to ensure compliance with a variety of local, state and federal laws, codes and regulations related to environmental health and safety.
- Ability to investigate complaints and report violations in accordance with District policies and procedures, and legal requirements.

POSITION DESCRIPTION

Environmental Health and Safety Programs Supervisor

- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a bachelor's degree in health science, safety science, environmental science, or a related field, and two years of progressively responsible experience in developing, planning, and administering environmental health and safety programs in a large organization.
- Thorough knowledge of: local, state, and federal safety, environmental, and hazardous waste codes and regulations; biological and chemical safety standards practices, physical hazard and safety engineering; current industry safety standards and practices; general budget and accounting procedures, and modern program management principles, practices and methods.

Licenses and Certificates

- Requires a valid driver's license.