



## Environmental Health and Safety Specialist

Classified Range: 46

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a wide variety of duties related to the environmental and occupational health, emergency planning, safety and loss control management programs and activities of the San Bernardino Community College District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Assists in planning and coordination of Environmental Health & Safety (EHS) and occupational safety programs; participates in program development and implementation; coordinates and performs the daily functions of assigned areas of EHS, including accident prevention and control, accident investigation, safety education, analysis and reporting, industrial hygiene, occupational health, and emergency response and safety.
2. Assists in the coordination of District occupational health and safety activities; provides training and increases awareness of health and safety requirements to faculty and staff; assists in the development of technical and promotional materials to create and increase the District's environmental, health, and safety awareness.
3. Monitors the use of chemicals and/or hazardous materials and appropriate use of personal protective equipment (PPE); ensures environmental compliance and promotes industrial/Chemical hygiene, occupational safety, and fire and life safety.
4. Oversees the disposal of hazardous waste, including biological, chemical and medical waste materials; monitors the collection, storage, transportation and shipping of hazardous waste; conducts inspections of laboratories and facilities to ensure compliance with federal and state regulations.
5. Monitors environmental factors to ensure the health and safety of students, faculty, and staff; measures exposure of all environmental hazards by selecting or devising appropriate methods and instrumentation; provides education and training in safe work practices, precautions, and procedures.
6. Schedules and/or conducts evaluations and inspections to ensure compliance and identify environmental, occupational health and safety hazards; provides recommendations for corrective action.
7. Conducts research and analysis; prepares a variety of reports using statistical and historical data; maintains files and related records.
8. Participates in the application and update of related programs, plans, and procedures, such as the Chemical Hygiene Plan (CHP), Hazard Communication program, hazardous materials inventory and relevant reporting processes or procedures.



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9. May serve as point of contact with local, state and federal regulatory agencies; responds to inquiries from faculty, staff, and the public regarding Environmental Health and Safety issues or concerns.
10. Assists in maintaining the District's Environmental, Health and Safety website.
11. Provides recommendations for purchasing of equipment, materials, and supplies; identifies and contacts vendors for various products and services; maintains expenditure records and provides data for budget estimates.
12. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

##### **Legal and Regulatory Navigation**

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

##### **Using Technology**

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

##### **Team Work/Involving Others**

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

##### **Writing**

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought



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## Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

## Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

## Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

## Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

## Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

## Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

## Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*



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### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\* Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

A Bachelor's degree from an accredited college or university in chemistry, environmental science, or a related field.

#### Experience:

Three (3) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).

#### Desired Education and Experience

- Possession of a HAZWOPER certification, OSHA 10 or 30-hour training for construction or general industry.

### EQUIVALENCY PROVISION

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units from an accredited college or university with major course work in chemistry, environmental science or a related field and five (5) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and travel from site to site; exposure to fumes and hazardous/toxic materials.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.