



## Environmental Health & Safety Administrator

Management Range: 12

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*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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Under the general supervision of the Director of Facilities Planning & Construction, the Environmental Health & Safety Administrator plans, organizes, oversees, manages, coordinates and administers the environmental and occupational health, safety and loss control management programs and activities of the San Bernardino Community College District. This position provides technical expertise necessary to develop, implement, coordinate, promote, and evaluate the District's environmental, occupational health, safety and loss control management programs. The Environmental, Health & Safety Administrator is responsible for ensuring that assigned health and safety training and programs are operating within the budgetary guidelines and in compliance with the District, Federal, State and local environmental and occupational health, safety and loss control management laws and regulations.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Oversees, manages, coordinates, and administers a comprehensive environmental and occupational health, safety, and loss control management programs.
2. Develops, implements, promotes, evaluates and manages the District's environmental and occupational health, safety, and loss control management programs.
3. Evaluates working conditions and operational practices and inspects District facilities and equipment to identify environmental, occupational health and safety hazards and other violations. Provides follow-up with location administrators regarding the timely correction of noted violations.
4. Performs, coordinates, facilitates and conducts all environmental and occupational health, safety, and related trainings.
5. Develops educational, technical and promotional materials, posters, brochures, newsletters, etc. To create and increase the District's environmental, health, safety awareness.
6. Performs investigations of all accidents and incidents independently and in coordination with other regulatory agencies as required.
7. Monitors and evaluates the District's environmental and occupational health, safety management programs to ensure compliance with CAL OSHA/ASHA and related regulations.
8. Identifies, reports and provides solutions to management regarding employee environmental and occupational health, safety, and loss control programs and regulatory compliances.
9. In coordination with the Director of Facilities Planning & Construction, prepares, recommends and implements budgets for safety-related equipment; advises on the development of specifications for the purchase of safety materials and safety-related equipment, periodically checks the operation and use of equipment to ensure performance and conformance with District standards.
10. Assists managers in conducting job hazard analysis and works with managers and employees to correct safety violations and hazards.
11. Administers a hazardous materials program including waste minimization procedures; reviews chemicals used by the District; in conjunction with campus, administrative services, District facilities and District

- Police, coordinates the first responder clean-up for hazardous waste spills/incidents; provides technical guidance in the clean-up and removal of hazardous materials/waste.
12. Advises management on technical and administrative matters related to environmental and occupational health, safety and risk/loss management programs.
  13. Oversees District safety training and mandated training programs in compliance with local, state and federal laws.
  14. Responds, investigates, and identifies all employee environmental, occupational health and safety complaints and anonymous hazard reporting.
  15. Collaborates with Director of Facilities Planning & Construction to review accidents, hazard complaints, incidents reports, injuries and new misses and investigates causes; identifies areas of high injury and accident rated and develops safety programs to address them. Reports safety issues to Human Resources. Develops web-based communications systems for dissemination of environmental health and safety information. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
  16. Ensures that hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports.
  17. In coordination with the Director of Facilities Planning & Construction, oversees and manages loss control/safety, incident management system (IMS)/ learning management system (LMS) software, safety data sheet (SDS) and safety training database vendors, reconciles invoices and initiates payments for contacted services rendered.
  18. Serves on the District's Safety Committee. Participates as needed in campus Safety Committee meetings. In coordination with campus Administrative Services and Police departments, develops and revises the District Emergency Operations plan as required.
  19. In conjunction with Facilities Planning & Construction's team, participates in agency-wide department and project meetings and construction meetings to review designs and activities associated with District facilitates and projects. Attends conferences, trainings and seminars to keep abreast of industry practices, trends, health, safety, loss control legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance.
  20. Serves as the liaison with governmental and regulatory agencies.
  21. Maintains the District's Environmental, Health and Safety website.
  22. Performs related duties as required.

## **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.*

### **Knowledge of:**

- Operational characteristics, services, and activities of an environmental and occupational health, safety and loss control management program.
- Principles and practices of environmental, occupational health, safety, and loss control management.
- Principles, practices, methods and techniques of training.
- Methods and techniques of accident reporting and investigations.
- Principles and practices of program development and administration.

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- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state and local laws, codes and regulations relating to environmental, occupational health, safety, and loss control management.

### **Ability to:**

- Oversee and participate in the management of a comprehensive environmental, occupational health, safety, and loss control management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal state, and local policies, laws and regulations related to environmental, occupational health, safety, and loss control management.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they related to environmental, occupational health, safety, loss control management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Bachelor's degree from an accredited college or university or completion of sixty (60) units from an accredited college or university and at least four (4) years of experience in environmental, occupational health, emergency preparedness or safety can be used in the absence of a bachelor's degree.

#### **Required Experience:**

- Three (3) years of experience in environmental, occupational health, safety, and risk/loss control management.

#### **License and Certification:**

- Current and valid California driver's license and proof of a good driving record.

#### **Preferred Experience:**

- A Bachelor's degree from an accredited college or university in environmental, occupational health or safety, business, public administration, science, engineering or related field.
- Possession of HAZWOPER certification, OSHA outreach trainer/10 & 30 hour certification in general industries or construction, Associate/Certified Safety Professional (ASP/CSP), Certified Risk/Loss Control Manager (CRM), Certified Asbestos, Site Surveillance Technician (CSST), Certified Asbestos Consultant (CAC), EPA Lead-Paint Renovator, Department of



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Public Health State Certified Lead-Paint Certifications and/or equivalent certifications or registrations.

- Experience in the California Community College environment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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. Occasional exposure to risks controlled by safety precautions.

**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 lift, carry, push, and/or pull light to moderate amounts of weight; 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.