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.

JOB SUMMARY.

Responsible for developing, planning, coordinating and implementing a comprehensive environmental health and occupational safety program for the College, including developing, implementing and monitoring the safety plans of other department. Assures compliance with all local, State and Federal laws and regulations.

DISTINGUISHING CHARACTERISTICS.

The Supervisor, Environmental Health and Safety is a stand-alone classification and is distinguished from other Facilities supervisors by its responsibility for the District’s environmental, health, and occupational safety program.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which include: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Plans, organizes, and coordinates the day-to-day operations activities of the Environmental Health and Safety department.

3. Plans, organizes, and oversees environmental health and safety regulatory compliance activities for the District; coordinates activities and serves as a liaison to the insurance provider and external regulatory agencies; monitors compliance with applicable federal, state, and local regulations and nationally recognized environmental health and safety standards.

4. Manages, oversees, and implements the District’s Hazardous Materials Management programs; reviews and authorizes procedures for the collection, consolidation, packaging, and disposal of chemical and medical waste; responds to and ensures the resolution of problems, issues, and questions regarding the proper disposal of chemical and medical waste; ensures the maintenance and availability of appropriate records; coordinates hazardous waste disposals, including the selection of contractors.
5. 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 response to Notice of Inspection and/or Violations issued by environmental regulatory agencies; collaborates with senior management to ensure problems identified in audits and inspections are corrected in a timely manner.

6. Advises District personnel about compliance issues and pertinent permit requirements; provides technical consultation to personnel on matters related to the hazardous materials management program and pertinent regulations; oversees medical and chemical waste contract development and implementation; prepares environmental, hazardous materials, and OSHA permit applications, renewal applications, and required reports.

7. Develops, implements, promotes, and reviews comprehensive occupational health, safety, and emergency preparedness programs; evaluates working conditions and operational practices and manages inspections of properties and equipment to identify health and safety hazards and other violations of health and safety standards and to ensure conformance with established occupational health and safety laws, rules, and requirements.

8. Analyzes federal, state, and local laws, directives, guidelines, and codes related to occupational health and safety and adapts and incorporates applicable provisions into safety programs.

9. Serves as the District’s Safety Officer; coordinates a safety program that complies with legal and regulatory standards; serves as a liaison with applicable agencies; identifies staff training needs.

10. Manages and oversees the District’s Injury and Illness Prevention Program; analyzes, develops, and recommends appropriate alternatives to resolve safety-related compliance issues; monitors safety-related activities and programs for compliance with applicable federal, state, and local legislation; performs ergonomic evaluations of employee workstations; develops appropriate safety and emergency procedures and coordinates related training; supervises and coordinates ongoing safety inspections of facilities.

11. Responds to, investigates, and resolves complaints and concerns regarding environmental health and safety issues.

12. Plans, organizes, and coordinates the District’s Emergency Response and Preparedness Plan in conjunction with the Palomar College Police Department; maintains liaison with agencies providing assistance in the event of a natural disaster; coordinates District-wide disaster planning; works with District administrators to develop and present appropriate training in safety, security, disaster preparedness, and other related topics.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices.

2. Health and safety regulations.

3. Ergonomic principles and practices.
4. Hazardous materials handling and disposal principles and practices.
5. Environmental and occupational safety principles, practices, trends, and methodologies.
7. Applicable Federal, State, and local codes, laws, and regulations.
8. Community college organization, operations, policies, and objectives.
9. Modern office procedures, methods and equipment using computers and applicable software programs.

**Skill in:**
1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
5. Communicating clearly and concisely, both orally and in writing.
6. Establishing and maintaining cooperative and effective working relationships with others.
7. Mediating difficult and/or hostile situations.
8. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
9. Planning, organizing, and coordinating the day-to-day activities of a comprehensive environmental health and occupational safety program.
10. Interpreting and applying applicable Federal, State, and local codes, laws, and regulations, including applicable sections of the California Education Code.
11. Working independently with little direction.
12. Maintaining accurate and detailed records.
13. Planning and implementing comprehensive occupational and environmental safety programs.
14. Monitoring regulatory compliance activities.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible experience in environmental health and safety, including one year of supervisory or lead experience.
**Education/Training:**

Bachelor's degree in environmental science, safety science, or a related field.

**License and/or Certificate:**

Possession of, or ability to obtain, a valid California Driver's License.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Indoor and outdoor environment; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions, chlorine gas, PCBs, asbestos, dust, fumes and high voltage.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for ambulating for extended periods of time and visual acuity for creating computer-generated work to read printed materials. Must be able to travel between education centers, satellite sites and other District locations.