



Position Description

Position: Environmental Health and Safety Program Supervisor	Position Number: 483801
Department: Facilities	FLSA: Exempt
Reports to: Director of Facilities and Construction	Salary Range: 8

Summary

Under general direction of the director of facilities and construction, the position of environmental health and safety program supervisor develops implements and oversees the district's environmental, health and safety programs. 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

- Monitor 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.
- Conduct regular safety inspections and participates in all inspections conducted by regulatory compliance inspectors, including CAL/OSHA, AQMD, the Fire Marshall, the State Water Resources Control Board and others.
- Prepare, maintains and updates 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.
- Conduct or administer a variety of safety trainings on such topics as ergonomics, emergency preparedness, hazard communication, illness and injury prevention, fire extinguisher use, forklift operation and others.
- Develop, oversee, and execute the district's recycling program.
- Monitor and schedule inspections and service for fire extinguishers, fire suppression systems, clarifier pits and backflow devices.
- Respond to complaints regarding environmental, health and safety issues. Conducts interviews and participates in investigations related to these issues and reports of accidents on campus.
- Consult with the director of facilities and construction on safety improvements and ADA access compliance, waste management and hazardous materials management.
- Answer all correspondence and complete all forms necessary for regulatory compliance with local, state and federal regulatory agencies, including: AQMD, California Integrated Waste Management Board, and Los Angeles County Fire Department, Cal-EPA Department of Toxic Substances Control, Los Angeles County Department of Health Services, the State Water Resources Control Board and other agencies as required.
- Develop and manage a budget for the payment of permit and operating fees, training, equipment service and consultant services related to environmental health and safety.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- In-depth knowledge of college campus physical plant operations.



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- 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 emergency preparedness planning and organization.
- 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 chemistry, safety engineering and building environmental systems.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Remain calm and take appropriate measured action during emergency situations.
- Prepare organized and understandable written plans, programs, reports, letters and position papers.
- Present training and presentations to district employees in both large and small groups.

Physical Abilities

- The incumbent must be able to function indoors and outdoors engaged in work of both a sedentary and active nature.
- Requires near visual acuity to write and read printed materials and computer screens.
- Requires sufficient auditory ability to carry on conversations in person and over the phone, and to hear sound prompts from equipment.
- Requires the ability to sit, often for long periods of time, to accomplish desk work, turn head and trunk to greet visitors, and to stoop, push, pull and reach to retrieve work materials.
- Requires the ability to operate a computer and other office equipment.
- Requires the ability to work outdoors in all types of weather, to bend, crawl, stoop and climb to conduct inspections and investigations.
- Requires the ability to lift at least 50 pounds and to move large objects and pieces of equipment.
- Requires the ability to safely package, load and transport containers of hazardous waste.

Education and Experience

- Possession of a bachelor's degree in health science, safety science, environmental science, chemistry or closely related field.
- Two years of relevant experience, preferably in a school or college environment



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- Thorough knowledge of: local, state, federal safety, environmental and hazardous waste codes and regulations; biological and chemical safety standards practices, physical hazard and safety engineering; emergency preparedness planning; 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 California driver's license.
- Requires a valid forklift certification.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.