

PALOMAR COMMUNITY COLLEGE DISTRICT

MANAGER OF FACILITY PLANNING/ ENVIRONMENTAL HEALTH AND SAFETY

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.

DEFINITION

To develop, plan, coordinate and implement a comprehensive environmental health and occupational safety program for the District, assuring compliance with all local, state and federal laws and regulations; write and submit funding proposals for deferred maintenance, hazardous substance removal projects, capital outlay projects and other state funded projects; define facility needs from the District Educational and Facilities Planning Committees, and develop short and long-term strategies to meet those needs.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Facilities and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize and coordinate the day-to-day activities of a major section of the Facilities Department including Facilities Planning and Environmental Health and Safety; assist in directing departmental operations and coordinate assigned areas of responsibility with other departmental units within the Department and within the District; may direct the department in the absence of the Director.
2. Develop, write, implement and enforce new policies, procedures, systems and documents as needed, including but not limited to the Illness and Injury Prevention Program, Cal-OSHA regulations, Bloodborne Pathogens, Violence in the Workplace, Ergonomic Manual and Employee Safety Manual; train and explain the significance of changes to departmental and District personnel.
3. Assure fiscal compliance and accountability with applicable laws and policies; perform a variety of responsible duties related to the management of District facilities planning and environmental health and safety.
4. Communicate with other District personnel and departments, federal, state and local agencies, compliance agencies and various organizations as needed to coordinate activities and to ensure compliance; respond to compliance agencies on behalf of the District.
5. Provide technical expertise and respond to questions, concerns and other issues related to assigned responsibilities.

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6. Handle permitting process and make necessary submittals to appropriate agencies related to, but not limited to, underground storage tanks, swimming pool, elevators, generators and compressors.
7. Coordinate all safety training.
8. Investigate all accidents, except vehicular accidents.
9. Coordinate all hazardous waste disposal; select contractors and respond to spills and/or incidents; record maintenance and maintain manifest logs; train departments that generate hazardous waste in proper procedures.
10. Conduct ergonomic evaluations and make appropriate recommendations and/or accommodations; comply with ADA requirements by conducting evaluations and by modifying workstations and/or workplaces to accommodate employees where appropriate.
11. Monitor indoor air quality and respond to complaints from all personnel; conduct initial evaluations and coordinate with outside resources/specialists when appropriate.
12. Prepare five-year construction plan and space inventory reports; submit annually to Chancellor's Office; serve as liaison between District and Chancellor's Office on capital projects.
13. Develop and submit project proposals for scheduled maintenance, hazardous substances removal and capital construction projects for state funded projects; if not state funded, serve as project coordinator by assembling design team and bringing users groups together.
14. Process capital requests for remodels and take requests to Facilities Planning Committee; serve on Facilities Planning Committee.
15. Maintain floor plans and CAD files; assist other departments with CAD.
16. Prepare facilities utilization report for Deans and Vice Presidents.
17. Manage fixed asset inventory.
18. Train, schedule, assign, direct, supervise and evaluate the work performance of assigned technical and professional personnel; assist in the selection of new personnel; discipline personnel in accordance with established laws, regulations, policies and procedures.
19. Serve on Chief Business Officer's (CBO) Task Force and on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
20. Serve as Chair for Safety and Security Committee.
21. Oversee and participate in the development and administration of the department budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
22. Provide responsible staff assistance to the Director of Facilities.
23. Conduct a variety of organizational and operational studies and investigations; recommend modifications to existing programs, policies and procedures as appropriate.
24. Participate in shared governance through service on planning and/or operations committees and task forces.
25. Perform other duties as assigned or required.

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QUALIFICATIONS

Knowledge of:

- Construction project management.
- Community College or public sector capital outlay programs.
- Design and space planning.
- Health and safety regulations; applicable city, county, state and federal laws, codes and regulations; applicable sections of Education Code.
- Principles and practices of supervision, training and performance evaluation.
- Modern office procedures, methods and computer equipment including applicable software applications.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- English usage, spelling, punctuation and grammar.
- Community College organization, operations, policies and objectives.

Ability to:

- Plan, organize and coordinate the day-to-day activities of facilities planning and environmental health and safety.
- Manage construction projects.
- Apply principles of design and space planning.
- Interpret health and safety regulations and applicable city, county, state and federal laws, codes including applicable sections of the Education Code.
- Train, evaluate and supervise personnel.
- Participate in the development and administration of goals, objectives and procedures.
- Effectively respond to all situations/incidents using sound judgment and decision making skills.
- Prepare and administer department budgets.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain detailed records and prepare reports, proposals, policies and programs.
- Establish and maintain cooperative and effective working relationships with others.

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EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience:

Five years of increasingly responsible facilities planning and environmental health and safety experience including two years of administrative and supervisory responsibility.

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in environmental health and safety, facilities planning, business administration, public administration or a related field.

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, PCB, asbestos, dust, fumes and high voltage.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials. Must be able to travel to other District locations.