



**Classification Title:                   Manager, Environmental Health and Safety  
and Risk Management**

<b>Department:</b>	Environmental Health and Safety	<b>EEO6 Code:</b>	1
<b>Employment Group:</b>	Administrative Association (Classified Administrator)	<b>Salary Grade:</b>	60
<b>Supervision Received From:</b>	Director, Facilities	<b>Date of Origin:</b>	10/2018
<b>Supervision Given:</b>	Classified, hourly, and volunteer staff in Environmental Health and Safety and Risk Management	<b>Last Revision:</b>	5/2019

*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 by individual positions.*

**JOB SUMMARY.**

Plans, develops, implements and manages comprehensive environmental health and safety and risk management programs for the District; directs and oversees the District’s Emergency Response Program; ensures compliance with applicable laws and regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS.**

The Manager, Environmental Health and Safety is a standalone classification and is distinguished from other ~~Facilities managers~~ administrative classifications by its District-wide responsibility for environmental health, safety and disaster preparedness programs and management of the District’s risk management program.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, organizes, and oversees environmental health and safety regulatory compliance activities for the District; coordinates activities and serves as a liaison to the District’s insurance provider and external regulatory agencies; monitors compliance with applicable federal, state and local regulations and nationally recognized environmental health and safety standards.
2. Plans, organizes, administers and directs the risk management program, including loss control, property, liability, student/professional liability, student accident insurance policies, and student/employee accident prevention and reduction; coordinates the investigation of and personally investigates accidents and claims; coordinates implementation of loss control measures; establishes a foundation and framework for creating achievable risk management goals aimed at reducing the number of employee injuries, and reducing the cost of worker’s compensation claims.
3. With input from employees, develops, implements and monitors plans, projects and initiatives to achieve assigned objectives; performs program review for assigned areas of responsibility; makes purchases and other expenditures in accordance with District policies and procedures; participates in developing and implementing plans, processes and procedures to achieve established goals and objectives in accordance with District standards; prepares and maintains a variety of records and reports.

4. In accordance with District policies, procedures, collective bargaining agreements, and employee handbooks, interviews and participates in selecting new department or program staff; supervises and evaluates performance of assigned employees; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies in accordance with District human resources policies, employee handbooks, and collective bargaining agreements; responds to grievances; approves overtime/compensatory time; recommends reclassifications; performs other activities relevant to supervision of assigned employees; provides support to reporting supervisors and/or administrators regarding disciplinary actions and grievances; approves related decisions.
5. Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments; reviews proposed legislation related to risk management for its effect on the District and makes recommendations for executive's response; plans, organizes and monitors compliance with the Americans with Disabilities Act (ADA) and accommodations.
6. Plans and manages environmental programs, including municipal separate storm sewer systems (MS4) stormwater requirements; conducts public education and outreach efforts and solicits public participation regarding stormwater issues; implements illicit discharge detection and eliminations systems, construction site runoff control and pollution prevention.
7. Conducts environmental assessments and tests environmental conditions that may pose a liability to the District or a safety hazard to staff and students.
8. 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, issue, 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.
9. Recommends insurance plans and carriers to the District for the purpose of liability claims; investigates, determines disposition, and approves settlement of property and liability claims against the District within authorized limitations.
10. 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 District administration to ensure problems identified in audits and inspections are corrected in a timely manner; represents the District in consultations with employee constituent groups, insurance companies, and consultants regarding liability, property and casualty coverage; coordinates with a variety of other applicable District personnel to remain current on student health, accident, and safety issues.
11. Prepares, and monitors budgets for assigned programs; researches and approves expenditures for services, supplies and equipment in accordance with established policies, procedures and protocols; monitors budget allocations for premiums and claims adjudication.
12. Meets with insurance carriers to set appropriate levels of coverage and negotiate changes and renewals of contracts; communicates and cooperates with legal counsel and insurance investigators on issues related to liability claims for damages filed against the District; prepares written recommendations for District officials and the Governing Board.
13. 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 Occupational and Safety Health Administration (OSHA) permit applications, and required reports.
14. 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.
15. Confers with District attorneys on legal matters related to risk management such as insurance contract negotiations and provisions, the preparation of cases for presentation at hearings and trials, and the settlement of claims; represents the District in small claims court actions related to risk management.

16. 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.
17. Prepares a variety of reports and special studies pertaining to District risk management functions; develops and updates manuals, policies, procedures, and guidelines relative to assigned programs.
18. 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 training needs for District employees.
19. Manages and oversees the District's Injury and Illness Prevention Program as well as the ergonomics 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.
20. Responds to, investigates and resolves complaints and concerns regarding environmental health and safety issues.
21. 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.
22. Chairs the District's Safety and Security Committee.

**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.**

**Experience and Education/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 experience in environmental health and safety, including one year of supervisory experience.

**Education/Training:** Equivalent to a bachelor's degree from an accredited college or university in environmental science, safety science or a related field.

**Licenses/Certificates:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

**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.
6. Emergency preparedness planning and organizational principles and practices.
7. Principles, practices, terminology, and procedures of risk management, including liability, property, health, and safety.
8. Principles, practices, and methodologies of claims, data analysis, and cost projections.
9. Insurance principles and practices, including claims adjustment and settlement techniques.

10. Community college organization, operations, policies, and objectives.
11. Applicable federal, state and local codes, laws and regulations pertinent to environmental health and safety and risk management, including OSHA and applicable sections of the California Education Code.
12. Modern office procedures, methods and equipment using computers and applicable software programs, including risk management systems.
13. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
14. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
15. Basic recordkeeping practices and procedures.
16. District practices and procedures for budgeting, purchasing and maintaining public records.
17. Human resources practices, including the interpretation and application of labor contract provisions.
18. Public relations principles and practices, including the use of tact, patience, and courtesy.

**Skill in:**

1. Planning, organizing and coordinating the day-to-day activities of a comprehensive environmental health and safety program, an emergency management program, and a risk management program.
2. Supervising, training and directing the work of others.
3. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
4. Communicating clearly and concisely, both orally and in writing.
5. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
6. Interpreting and applying applicable federal, state and local codes, laws and regulations, including OSHA and applicable sections of the California Education Code.
7. Working independently with little direction.
8. Maintaining accurate and detailed records.
9. Monitoring regulatory compliance activities.
10. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
11. Developing and implementing appropriate procedures and controls.
12. Preparing clear, concise and comprehensive correspondence, reports, studies and other written materials.
13. Operating a computer and other standard office equipment and using spreadsheet, word processing and other software applicable to assigned areas of responsibility.
14. Presenting proposals and recommendations clearly, logically and persuasively.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
16. Exercising tact and diplomacy in dealing with complex and confidential issues and situations.
17. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The incumbent typically works in an indoor/outdoor environment with exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions, chlorine gas, polychlorinated biphenyl (PCB), asbestos, dust, fumes and high voltage. The incumbent interacts with students, faculty, staff, administrators and the public, and occasionally with dissatisfied or abusive individuals. The noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; reach with hands and arms; and move or lift up to 25 pounds.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.