



Classification Title: Environmental Health and Safety Technician

Department:	Environmental Health and Safety	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	29
Supervision Received From:	Manager, Environmental Health and Safety and Risk Management	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	1/2023

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.

Performs a wide variety of technical duties in support of the District's comprehensive Environmental Health and Safety (EHS) program including hazardous materials/waste storage and disposal, industrial hygiene, environmental issues and employee health and safety; performs ergonomic assessments and makes recommendations for ergonomic solutions; and assists with the inspection and maintenance of campus automated external defibrillators (AEDs) and fire/life safety equipment and systems.

DISTINGUISHING CHARACTERISTICS.

Environmental Health and Safety Technician is a journey-level class with responsibilities related to District-wide environmental health and safety programs and services. Environmental Health and Safety Technician is distinguished from Environmental Health and Safety Analyst by the latter class's responsibilities for development and implementation of EHS programs and procedures requiring more extensive professional knowledge in the field of environmental health and safety.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Performs a variety of technical duties in support of the District's comprehensive Environmental Health and Safety (EHS) programs to ensure compliance with District policies and procedures and all federal and local health and safety regulations; assists in implementing environmental safety programs, policies and assessments to ensure workplace and student learning environments comply with all applicable regulatory requirements and occupational safety and health standards.
2. In accordance with established procedures, conducts inspections of hazardous materials storage, including chemicals, biological materials, automotive supplies, asbestos and other hazardous materials, in various campus locations to ensure compliance with District policies and procedures and federal and state Occupational Health and Safety regulations (OSHA); identifies hazardous conditions, toxic substances and any non-compliant practices and notifies the Manager, Environmental Health and Safety and other responsible campus staff of the need for remediation; provides technical support and information to District departments on proper hazardous materials and hazardous waste storage; escorts inspectors and participates in OSHA inspections.

3. Arranges for the periodic pickup of biohazard and hazardous waste from campus locations for safe disposal; contacts contractors to schedule pickups; maintains manifests, records and logs for review; enters manifest data in systems for preparation of required annual waste disposal reports.
4. Performs ergonomic assessments requested by District managers and/or employees; recommends ergonomic solutions to improve employee safety and productivity including changes in work procedures and the purchase or modification of workplace arrangements and equipment; provides technical support and information to District departments on sound ergonomic practices; prepares reports of assessments and maintains records and files regarding actions taken.
5. Performs technical duties in the inspection and testing of campus automated external defibrillators (AEDs), fire extinguishers and sprinkler systems and other safety equipment; reports required maintenance and repair needs.
6. Performs technical duties and inspections in programs focused on industrial hygiene, Occupational Safety and Health Administration (OSHA), fire protection, hazardous materials/waste management, storm water, air quality, biological/radiological safety, ergonomics and environmental health.
7. Performs assigned duties to assist with safety education and training, accident prevention/control and accident investigation/reporting.

Marginal Functions:

1. Performs train-the-trainer duties related to forklift and other equipment operations.
2. Assists in conducting emergency response and disaster preparedness drills.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience, education 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 with technical duties associated with environmental health and safety.

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

Licenses/Certificates:

1. Possession of an appropriate, valid California driver's license by time of appointment.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) 40-hour certification within one year of appointment.
3. OSHA 10- or 30-hour certification within one year of appointment.
4. Office Ergonomic Evaluator Certification within one year of appointment.
5. Certification as a Train-the-Trainer for forklift and other equipment operations within one year of appointment.

Knowledge of:

1. General program elements and practices of a comprehensive environmental health and safety program, particularly as applicable to the storage and disposal of hazardous materials and associated recordkeeping and reporting.
2. General knowledge of federal, state and local laws and regulations pertaining to environmental health and safety, including Occupational Safety and Health Administration (OSHA) regulations applicable to biological and hazardous waste storage and disposal.

3. Operations, services and processes of a college health and safety program.
4. Typical occupational hazards and standard safety policies and work practices applicable to a community college environment.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Conducting inspections, identifying hazards and documenting the safe storage and disposal of hazardous wastes.
2. Conducting ergonomic assessments and making sound recommendations for varied ergonomic solutions.
3. Carrying out assigned duties to ensure compliance with federal, state and local health and safety regulations and rules.
4. Monitoring environmental conditions, reporting problems and recommending/taking remediation actions.
5. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
6. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
7. Organizing and maintaining specialized files.
8. Understanding and following oral and written instructions.
9. Maintaining confidentiality of files and records.
10. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
11. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in an office and field environment and may be exposed to fumes and hazardous/toxic materials.

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 sit, stand and walk for prolonged periods and use hands to repetitively finger, handle and feel computers and standard business equipment. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

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