

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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| Job Title: | Environmental Health/Safety Specialist | Range: | 43 |
| Date Revised: | | Date Approved: | April 8, 2003 |

PRIMARY PURPOSE

This position is responsible for performing a variety of specialized duties related to the planning and implementation of the District's environmental health and safety programs; assure compliance with pertinent federal, state and local health and safety laws as well as District policies; provide generalized employee safety programs and specialized training as needed.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

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| 1. | Performs specialized duties related to the planning, implementation and administration of a variety of environmental health and safety programs and activities. |
| 2. | Conducts periodic inspections of campus grounds, buildings and facilities to promote safe and sanitary conditions; initiates corrective action to eliminate safety hazards. |
| 3. | Investigates complaints, accidents and incidents to identify unsafe conditions and practices and reports violations of applicable laws and regulations. |
| 4. | Assures that fire control and other safety equipment is properly tested, inspected, posted and marked; assures that toxic or hazardous materials are handled and stored appropriately. |
| 5. | Plans and provides a variety of generalized employee safety training programs such as First Aid, Defensive Driving, Cardiopulmonary Resuscitation, New Employee Safety, and others. |
| 6. | Provides specialized training to employees regarding safe work practices and unique hazards to specific work situations. |
| 7. | Assures compliance with a variety of local, state and federal laws and regulations related to health and safety such as CAL/OSHA, Occupational Safety and Health Act of 1973, and pertinent District policies. |
| 8. | Communicates with various campus and District personnel to arrange and implement safety programs and training, investigates accidents and incidents, and discusses environmental health and safety issues. |
| 9. | Communicates with a variety of vendors and community and government agencies involved with environmental health and safety to exchange information, assures compliance with applicable laws and regulations, and purchases and discusses safety products and equipment. |
| 10. | Prepares and maintains a variety of narrative and statistical records and reports related to safety equipment, accidents, toxic waste and safety programs and inspections. |
| 11. | Maintains current knowledge of new and pending legislation related to health and safety; develops and implements appropriate programs and procedures to assure continuing compliance. |
| 12. | Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. |
| 13. | Performs related duties as assigned. |

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WORKING RELATIONSHIPS

The Environmental Health and Safety Specialist maintains frequent contact with District personnel, faculty, students, vendors, outside agencies, and the public.

EDUCATION AND EXPERIENCE

High school diploma or equivalent supplemented by two years of college-level coursework in risk management, industrial management or related field, and extensive experience in the planning, implementation and administration of environmental health and safety programs in a large organization. Sufficient related training and experience to demonstrate the knowledge, skills and abilities listed

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of CAL/OSHA regulations and the Occupational Safety and Health Act of 1973
Knowledge of First Aid and CPR
Knowledge of applicable state, local and federal laws, codes and regulations related to environmental health and safety
Knowledge of basic principles and practices of risk management
Knowledge of planning and presentation of training programs
Knowledge of proper maintenance, operation and inspection of a variety of fire control and safety equipment
Knowledge of proper storage and handling of toxic materials and chemicals
Knowledge of oral and written communication abilities
Knowledge of record-keeping techniques
Knowledge of technical aspects of field of specialty
Ability to plan, develop and implement generalized and specialized employee safety programs
Ability to inspect District grounds, facilities and work areas to identify unsafe practices, procedures and conditions
Ability to assure compliance with a variety of local, state and federal laws, codes and regulations related to environmental health and safety
Ability to investigate complaints and report violations in accordance with District policies and legal requirements
Ability to promote safety awareness among District employees
Ability to communicate effectively, both orally and in writing
Ability to read, interpret, apply and explain rules, regulations, policies and procedures
Ability to maintain records and prepare reports
Ability to establish and maintain cooperative and effective working relationships with others
Ability to work independently with little direction
Ability to plan, organize and prioritize work

SPECIAL REQUIREMENTS

A valid California Driver's License
A valid First Aid and CPR Certification issued by the American Red Cross

WORKING CONDITIONS

Indoor and outdoor environment under various weather conditions; subject to exposure to hazardous materials and conditions during safety inspections.
