

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Environmental Health and Safety	Range: 13 (CL)	Management Schedule
Date Revised:	June 14, 2022	Date Approved:	July 22, 2008
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the District Director, Risk Management, this position is responsible for performing a variety of duties related to the development, management and supervision of major and complex safety and environmental programs and emergency preparedness programs District-wide, providing subject matter expertise and performing related work as required.

### ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the development, implementation and coordination of the District's environmental, safety, and training programs, including illness and injury prevention, hazardous materials, and emergency response; ensure compliance with federal and state laws and regulations.
2.	Research, develop, implement, direct, manage, maintain and update District-wide environmental safety compliance programs, including accident investigation and prevention, illness and injury prevention, building and equipment safety, ergonomics, confined space, hearing conservation, respiratory protection, fire protection, chemical hygiene plan, environmental recycling, hazardous waste management, hazardous waste incident response and reporting, and Hazardous Material Disclosure and Business Emergency Plan; work closely with administrators and staff to support implementation of health and safety regulations and programs; coordinate overall safety programs with various departments and assists managers with safety and environmental issues; provide specifications for necessary safety and safety-related equipment.
3.	Coordinate loss prevention activities including identifying, evaluating, controlling and minimizing potential hazards and sources of injury to employees and property; coordinate District-wide facilities inspection and environmental audit programs to ensure that hazards are identified and corrected; perform building, worksite and equipment inspections; coordinate the investigation of hazard complaints and recommend corrective action to mitigate unsafe conditions and practices.
4.	Develop resources and conduct a variety of environmental and safety training programs, collaborating with District Professional Development; monitor employee training requirements and compliance; design and disseminate safety/environmental bulletins, newsletters, and handbooks.
5.	Evaluate employee accident and injury reports, recommend remedial action, and follow up to ensure appropriate action is taken; collect and maintain appropriate accident and injury statistics and other regulatory documentation; continually evaluate the effectiveness of environmental safety compliance programs in promoting a safe and healthful environment.
6.	Maintain current knowledge of CAL/OSHA, AQMD and other local, state and federal environmental health and safety standards and regulations; serve as the chemical hygiene officer for the District; serve as liaison with government regulators conducting compliance inspections of District properties and facilities and with officials of other governmental agencies and industry organizations.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
--

7.	Research, develop, implement, manage, update and maintain the District-wide Emergency Preparedness Plan and the Hazard Mitigation Plan; coordinate the activities of the District Emergency Management Planning Committee and participate in various external emergency preparedness planning networks.
8.	Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; review maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
9.	Determine appropriate equipment and supplies for assigned programs in accordance with established policies; monitor and control inventories.
10.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
11.	Plan, organize and arrange appropriate training and staff development activities; participate in orientation for new employees.
12.	Organize, attend or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
15.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
16.	Perform related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the District Manager, Environmental Health and Safety may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The District Manager, Environmental Health and Safety maintains frequent contact with various District and college personnel, vendors, and representatives from governmental agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's degree from a regionally accredited institution, preferably with major coursework in occupational safety, industrial hygiene, environmental science, or related field.

Minimum of three (3) years of experience in developing, planning and administering environmental health and safety programs.

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Minimum of two (2) years of experience in emergency planning or disaster management in a large organization, preferably a school or college environment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Valid DOT HAZMAT Transportation Certification; DOT refresher every three years.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of local, state and federal safety, environmental and hazardous waste codes and regulations

Knowledge of biological and chemical safety standards and practices, laboratory safety procedures, physical hazard and safety engineering

Knowledge of emergency preparedness planning

Knowledge of methods and practices for conducting accident and workplace safety audits and investigations

Knowledge of appropriate software and databases

Knowledge of record keeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to develop and present effective employee training programs and materials

Ability to assess and evaluate workplace situations and hazards and recommend appropriate corrective measures

Ability to respond to emergency situations in an organized and effective manner and take appropriate action

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to develop and implement policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

---

### **SPECIAL REQUIREMENTS**

Valid California Driver's License

Valid First Aid and CPR Certification issued by the American Red Cross or equivalent

Valid 40 Hour HAZWOPER Certification; annual 8 Hour HAZWOPER Refresher

---

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

---

**WORKING CONDITIONS**

Indoor and outdoor environment under various weather conditions; requires off-site duties and activities; sitting for long periods at a time (up to 2-3 hours); regularly requires walking, stooping, standing, bending, and climbing up and down stairs; occasionally requires lifting 15-50 pounds when conducting field investigations, safety audits, and training; subject to exposure to hazardous materials and conditions during safety inspections. This position is expected to be available to respond to District emergencies as needed and provide training to employees in various shifts, which may require work after regular hours and on weekends.

---