

SUPERVISOR, ENVIRONMENTAL HEALTH AND SAFETY

JOB SUMMARY

Under the direction of the area administrator, plan, coordinate, and perform a variety of specialized environmental health and safety duties including to enforce applicable city, county, state, and federal safety and hazard regulations, receive, inspect, and store biological hazardous waste, and ensure the District's compliance applicable mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provide oversight in the development, implementation and coordination of the District's environmental, safety, and training programs, including illness and injury prevention, and hazardous materials; ensure compliance with federal and state laws and regulations.
2. Provide support and resources to enhance understanding of regulatory compliance practices; lead the design, revision, and coordination of safety training programs in partnership with departments, ensuring OSHA-compliant content is consistently implemented across all District sites.
3. 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, respiratory protection, chemical hygiene plan, environmental recycling, hazardous waste management, and hazardous waste incident response and reporting.
4. 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.
5. Serve as the District Chemical Hygiene Officer; evaluate, implement, review annually, and update the Chemical Hygiene Plan; maintain all required regulatory documentation in compliance with county, state, and federal regulations.
6. Oversee all Chemical Hygiene activities for areas, including performance and documentation of air quality, water quality and permissible exposure limit testing; scheduling interviews and building evaluations with appropriate personnel; perform and document routine monitoring and inspections of academic environments for compliance; establish timelines for completion of compliance related activities; consult with parties involved with equipment installations to insure compliance with regulatory mandates; develop and implement appropriate chemical hygiene policies and practices.
7. 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.
8. Assist in developing staffing priorities for assigned areas; participate in the hiring processes for

full & part-time personnel; coach, train, supervise, and evaluate assigned personnel.

9. Address complaints regarding unsafe occupational or environmental conditions and coordinate appropriate resolutions.
10. Create and deliver safety training programs and materials. Update college websites with relevant safety information and ensure staff are trained on applicable rules, regulations, and procedures. Maintain accurate training records for compliance purposes.
11. Coordinate routine safety inspections and develop inspection checklists in collaboration with safety & wellness committee and leadership. Recommend corrective actions for unsafe conditions and ergonomic concerns.
12. Assist in the development of the operating budget for assigned areas; monitor and take necessary action regarding expenditures for assigned areas.
13. Attend and participate in various meetings; serve as liaison to District staff and outside agencies on matters related to area issues; participate as a member of related boards and committees to represent the District's interests.
14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Techniques and best practices for identifying and mitigating health hazards in occupational and environmental settings.
2. Procedures for managing hazardous materials, including inventory tracking, waste disposal, and regulatory reporting.
3. Regulatory frameworks such as OSHA, Cal/OSHA, USEPA, and other relevant occupational and environmental health and safety standards.
4. Fundamentals of industrial hygiene, public and environmental health, and applicable state and federal regulations affecting workplace health.
5. Core concepts and methodologies in occupational and environmental health and safety.
6. Standard office procedures, systems, and administrative practices.

Skills in:

N/A

Ability to:

1. Strong verbal and written communication abilities.
2. Proficient in evaluating Safety Data Sheets (SDS) in alignment with the Hazard Communication Standard (HCS).
3. Effective coordination of projects, objectives, and task assignments.
4. Skilled in managing multiple priorities and adapting to customer needs.
5. Building and maintaining collaborative working relationships.
6. Capable of working independently and within teams, with attention to detail.
7. Design and deliver training programs using modern instructional methods.
8. Develop and oversee inspection and investigation initiatives.

9. Interpret and apply relevant procedures, policies, and regulations accurately.
10. Establish standards for occupational and environmental health and safety operations.
11. Assess issues and implement professional corrective actions.
12. Prepare budgets and monitor expenditures effectively.
13. Maintains current knowledge of the field.
14. Demonstrate 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.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. An associate's degree from an accredited institution in occupational safety, industrial hygiene, environmental science, or related field; AND
2. Four (4) years of experience in developing, planning and administering environmental health and safety programs; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Must possess, or be able to obtain by date of appointment, a valid California driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.