CLASS SPECIFICATION
Manager, Environmental Health and Safety Services

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under direction, plans, coordinates, monitors, updates, administers and evaluates the District environmental health and safety program and plans; conducts, maintains and updates District’s hazardous materials inventory; plans, develops, manages, administers, implements and evaluates the District’s parking, pedestrian safety and traffic flow program and plans; manages, oversees and coordinates the District’s switchboard operation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Manager, Environmental Health and Safety Services is responsible for planning, organizing, supervising and evaluating the District Environmental Health and Safety program and plans, including those related to hazardous waste, and the District’s parking, pedestrian safety and traffic flow programs and plans. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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 of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against budget in assigned areas; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and District goals, objectives and performance measures consistent with the District’s quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations;
provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Coordinates, monitors, updates, administers and evaluates the District’s Environmental Health and Safety programs and plans, including the District’s Emergency Preparedness Plan, Illness and Injury Prevention Plan, Hazardous Materials Management Plan and building evacuation plans, as well as related safety training programs, to ensure compliance with federal, state and local laws, regulations and codes and District policies and procedures; regularly assesses District compliance with the requirements of federal, state and local regulatory agencies, including OSHA, Department of Toxic Substance Control (DTSC), Air Quality Management (AQMD), Long Beach Health Department, Long Beach Fire Department and others; analyzes and evaluates current plans and programs and recommends and implements improvements, as necessary; conducts safety inspections with Fire, Health and other pertinent state and local regulatory agencies; maintains required safety permits; coordinates with local safety authorities regarding campus emergencies; participates in planning, coordinates and oversees safety training and meetings, including first aid, IIPP, utility carts, bloodborne pathogens, asbestos awareness, back safety, tool safety, fire safety and chemical hygiene training.

5. Conducts, maintains and updates the District’s hazardous materials inventory; oversees, coordinates and monitors hazardous waste storage and disposal; determines manner and location of storage and disposal; investigates hazardous materials, storage and disposal incidents, develops and recommends plans to resolve issues; coordinates with contractors, as necessary for testing, abatement and repair.

6. Plans, develops, manages, administers, implements and evaluates the District’s parking, pedestrian safety and traffic flow program and plans; controls and oversees parking machine, meter, and lot use and maintenance; reviews and approves requests and plans for special event parking.

7. Monitors City of Long Beach Police Department compliance with District’s police service and parking citation contracts; serves as District liaison with Police Department as necessary and within scope of authority.

8. Participates in planning, coordinates, implements and oversees the District’s recycling program.


10. Manages, oversees and coordinates the District’s switchboard operation.

OTHER DUTIES

11. Participates on District committees, as assigned.

12. Attends workshops, seminars, conferences and other program-related events, as directed.
QUALIFICATIONS

Knowledge of:

1. Hazardous Waste handling, storage and disposal practices and procedures.
2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. Applicable federal, state and local regulatory agency structure, system, organization, functions, operations and requirements.
4. Safety training program models, concepts, principles, theories, methods and techniques.
5. Concepts, methods and procedures use to develop, evaluate and modify a wide range of environmental health and safety-related programs and plans, including Emergency Preparedness Plan.
6. Parking, pedestrian safety and traffic flow practices, concepts, methods and techniques.
7. Principles and practices of public administration, including budgeting, purchasing and contract compliance.
8. Principles and practices of effective supervision.
9. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Inventory, coordinate handling of, determine proper storage and disposal of and conduct investigations related to hazardous wastes, including medical wastes.
2. Interpret, apply, explain and reach sound decisions in accordance with pertinent federal, state and local laws and regulations and District policies and procedures.
3. Develop, implement, monitor and evaluate health and safety plans and programs, including those related to safety training.
4. Develop, implement, monitor and evaluate parking, pedestrian safety and traffic flow plans and programs.
5. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
8. Establish and maintain effective working relationships with District administrators and staff; students; contractors/vendors; federal, state and local regulators and officials; the public and others encountered in the course of work.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor’s degree in environmental health and safety, environmental sciences, business administration, public administration or a closely related field; and at least five years of progressively responsible experience working in the area of environmental health and/or safety services, at least one of which was in a lead capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

Specific certifications as required by regulatory agencies to fulfill the duties and responsibilities as outlined above.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and may occasionally lift up to 25 pounds; climb or balance; stoop, kneel, bend, crouch or crawl; smell or be able to hear signal warnings and differentiate between operating equipment sounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; observe and interpret people and situations; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District administrators and staff; students; contractors/vendors; federal, state and local regulators and officials.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee works under typical office conditions, and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.