

# Job Description

Position Title: Director of Environmental Health and Safety

Job Family: Facilities

Job Level: Director

FLSA Status: Exempt

Salary Grade: 08

## Position Summary:

The Director of Environmental Health & Safety (EH&S) provides direction and guidance for EH&S Coordinators and Specialist(s) to ensure the health and safety for students, faculty, staff, and visitors. Performs coordination and oversight of complex and multi-campus facilities including implementing safeguards to protect buildings against fires. Collaborates to achieve collegewide regulatory compliance. Manages in-house and contracted resources providing planning, scheduling, coordinating, and budgeting. Contributes to facilities organizational leadership regarding aspects of unit structure, methods and finance. Represents college facilities in purchasing selection as well as interactions with outside organizations.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs and oversees the EH&S department having District-wide responsibilities including Industrial Hygiene, Environmental Services and Fire and Life Safety operations.
2. Oversees the operating budget for EH&S to ensure funds are spent appropriately. Assists with managing the approved Capital Improvement budgets related to EH&S efforts.
3. Responsible for managing EH&S unit. Responds to facilities emergencies and deploys appropriate resources and resolves facilities EH&S operational problems.
4. Coordinates EH&S activities between college sites; sets priorities and assigns resources.
5. Prioritizes and assigns work for EH&S staff, conducts performance evaluations, ensures staff are trained, makes hiring, termination, and disciplinary recommendations.
6. Management oversight of numerous service contracts and blanket purchase order agreements with vendors and contractors.
7. Develops complex reports and meets regulatory reporting requirements. Acts as the primary liaison for associated regulatory agencies as assigned or directed by supervisor.
8. Utilizes the Facility Asset Management Information System (FAMIS) and various Enterprise Resource Planning (ERP) software to plan and organize work, to ensure accountability of EH&S staff work hours, and to document the expenditure of college resources during work activities.
9. Exams construction documents to review proposed improvements and accept work performed. Develop, review, and maintain college standards working with Facilities Planning, Facilities Operations and Facilities Infrastructure for input.
10. Participates in and reviews administrative and long-range planning meetings and other related functions to support the EH&S Department and the College.

- 11.** Works with and supports EH&S staff to ensure quality service including resolution of service order backlogs and scheduling issues. Resolve customer complaints.
- 12.** Administers and implements operational and programmatic goals, board policies, administrative procedures, standard procedures and guidelines, and services. Establishes, monitors, evaluates, and improves processes, procedures and standards ensuring alignment with the College mission, values, goals, objectives, and initiatives.
- 13.** Represents the EH&S Department at various meetings and other forums in support of the College.
- 14.** Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

- 1.** Knowledge of regulatory compliance principles and practices
- 2.** Knowledge and application of interviewing and investigative methods and procedures
- 3.** Knowledge of business management and fiscal practices
- 4.** Knowledge of accounting, budget and fiscal practices
- 5.** Knowledge of public safety and security procedures
- 6.** Knowledge of project management principles
- 7.** Knowledge and application of organizational and time management principles
- 8.** Knowledge of principles and methods for promoting programs and services
- 9.** Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
- 10.** Skill in analyzing data and drawing conclusions
- 11.** Skill in budget/resource management
- 12.** Skill in effective communication (both written and oral)
- 13.** Skill in independent decision making
- 14.** Skill in people leadership and supervision
- 15.** Skill in organization, coordination, and management
- 16.** Skill in program development and process improvement
- 17.** Skill in project management principles, processes, and techniques
- 18.** Skill in team building
- 19.** Skill in performing a variety of duties, often changing from one task to another of a different nature
- 20.** Ability to adapt and maintain professional composure in emergent and crisis situations
- 21.** Ability to develop and maintain effective and positive working relationships
- 22.** Ability to operate relevant equipment required to complete assigned responsibilities for the position
- 23.** Ability to operate relevant equipment required to complete assigned responsibilities for the position

## **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

## **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Environmental Engineering or a closely related field of study required.
  - Master's degree in Environmental Engineering or a closely related field of study preferred.
  - Five (5) to eight (8) years of related experience in environmental health and safety.
  - Eight plus (8+) years of related experience preferred.
  - Three (3+) years of supervisory experience required.
  - Current and valid Asbestos building Inspection certification/license.
  - Current and valid DOT Hazardous Materials certification/license.
  - Current and valid Hazardous Waste Management certification/license.
  - Current and valid Fire Inspector Level 1 certification (or ability to obtain within three months of hire).
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Works some evenings and weekends