

JOB DESCRIPTION



Position Title: Director of Risk Management

Department: Administrative Affairs

Employment Category: Administrative Staff

Primary Location: District-wide

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS15

Position Summary: The Director of Risk Management is responsible for promoting a positive health and safety culture throughout the college, including compliance with applicable local, state and federal reporting and licensing requirements, in the areas of chemical, biological, fire and life safety, hazardous waste management, and occupational health and safety.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides leadership and oversight for risk management and occupational and environmental health and safety activities to ensure a safe and healthy workplace and residential environment for students, faculty, staff and visitors; advises administration and departments on policies, programs, procedures and relevant campus protocols to ensure that college operations are in compliance with federal, state and local rules, regulations and laws

Works with federal, state and local authorities to protect the college's interests in matters of risk management, occupational safety, health and environmental compliance, develops protocols, procedures, and programs to ensure compliance

Manages the oversight and maintenance of the college's online material safety data system, ensuring information is up to date for chemicals in use at the college and accessible for end users

Maintains federal and state reporting, inspection, testing, and permitting requirements, includes monitoring, tracking and reporting air permitting and emissions inventory, chemical facility rules, irrigation and water quality, Homeland Security, Community Right-to-Know (Tier II), SPCC Plan, and hazardous waste

Maintains and updates the College's Emergency Response Plan and other emergency response plans; monitors the effectiveness of the college's health and safety program; makes recommendations for managing potential issues and assists in coordinating corrective plans; responds to animal control issues on campus and oversees removal as required

Reviews policies, procedures and related items as Chair of the Safety Committee; provides guidance to departments regarding environmental compliance and overall health and safety; represents the college at state health and safety meetings

Serves as a liaison to county and municipal police and fire departments on matters of fire code compliance, life safety, fire drills and security issues; coordinates Life Safety inspections with local and state inspection agencies; interprets Life Safety code compliance

Coordinates the collection and disposal of hazardous and universal waste throughout the district; works with departments to ensure compliance with hazardous waste regulations; maintains hazardous waste manifests; reviews quarterly activity reports; performs periodic inspection of hazardous waste

JOB DESCRIPTION



accumulation areas; serves as administrator of the Chemical Emergency Management System (CEMS); coordinates asbestos, mold and lead abatement monitoring and abatement activities for renovation and demolition projects; maintains records and databases for all monitoring and abatement projects

Provides support as required for large scale events on campus; utilizes industrial hygiene instruments for indoor air quality and noise sampling as required; maintains and calibrates health and safety monitoring and testing equipment; performs ergonomic evaluations and provides recommendations; develops, updates, and maintains physical capacity assessments for specific Facilities and Maintenance department positions for use during post offer, pre-employment and return to work physicals as needed

Coordinates training, maintains records, and provides information resources for Hazardous Waste, Spill Prevention Control and Countermeasures, Hazard Communication (Right to Know) (Material Safety Data Sheets), Bloodborne Pathogens, and other OSHA programs as appropriate; Department of Transportation (DOT) records as required for CDL drug testing

Assists the Vice President for Administration with district insurance maintenance, including maintaining vehicle inventory, building inventory, and management of the college's motor vehicle records process

Serves as administrator of the workers' compensation program; assists with accident investigations; coordinates with Human Resources and Facilities to review workers' compensation issues district wide; works with Facilities and Maintenance staff before and during construction projects to assess effect on campus/personnel pertaining to safety

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in environmental health, safety or related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years of progressive experience in environmental compliance, occupational safety or related area

Completion of OSHA General Industry 30 hour training course

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of rules, regulations and guidelines of various Federal or state agencies governing safety programs

Knowledge in conducting environmental health and safety audits

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in listening to, synthesizing information and reaching sound conclusions

Skill in analyzing data for trends and needs

Skill in recognizing hazardous situations and taking appropriate corrective action

Skill in maintaining proper records and documentation

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner including preparing and presenting reports to a variety of internal and external groups

JOB DESCRIPTION



Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls and in a variety of climatic conditions Work may involve exposure to mechanical, chemical and other hazards, including working at elevations and confined spaces. Travel is required. Early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to see and communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Vice President for Administration

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.