Foothill-De Anza Community College District

Director, Environmental Health and Safety

Department: Business Services
College: Central Services
Date: December 2004

POSITION PURPOSE

Reporting to the Vice Chancellor of Business Services, the Director of Environmental Health and Safety directs, oversees, and implements the District's Hazardous Materials Management program at all sites, which includes purchase, storage, use, collection, processing, and disposal for hazardous substances and medical waste; asbestos, lead, PCB abatement ad oversight; due diligence and environmental assessment; hazardous materials and environmental permitting (underground and above ground storage tanks, industrial waste water discharge, medical waste generators, hazardous waste shipping, emergency diesels, boilers, and turbines, paint spray booths, hospital ethylene oxide sterilizers, Risk Management Plans, and others.)

The Director develops and maintains a written Standard Operating Procedures manual; ensures procedures are strictly followed; and develops and implements a training program for all staff having responsibilities under the Hazardous Materials Management program.

Develops and implements contracts to dispose of radioactive, chemical and medical wastes; maintains all required legal documents, such as waste manifests, and other required files associated with the disposal of hazardous wastes; files and maintains all required permit applications, renewals, and regular reports with appropriate Federal, State, and local agencies; and ensures adherence by campus personnel to permit requirements. Develops and maintains District documents such as Waste management and hazardous Waste Minimization Plans, Spill Prevention Program, and laboratory procedures for the receipt and disposal of radioactive materials and chemical and medical waste.

NATURE and SCOPE

The Director of Environmental Health and Safety is responsible for ensuring District compliance with all Federal, State, and local laws and regulations governing the purchase, storage, use, collection, and disposal of hazardous substances, chemicals, radioactive, and medical/biological materials.

KEY DUTIES and RESPONSIBILITIES

1. Review and authorize procedures for the collection, consolidation, packaging, and disposal of chemical and medical wastes.

2. Establish, implement, and evaluate the District's Hazardous Materials Management Program.

3. Write Standard Operating Procedures to comply with regulations, guidelines, and institutional policy. Policy and procedures will address safety and hazardous materials issues and reflect Federal, State, and local regulations.

4. Respond and ensure resolution of problems, issues and questions regarding the proper disposal of chemical and medical waste; ensure that all required records are properly maintained and available for inspection.

5. Acquire, populate, develop, and maintain a computerized software database to track all activities involving hazardous materials.

6. Develop training programs for employees on the acquisition, use, and disposal of hazardous materials; ensure that all appropriate employees receive the required hazardous materials training with statutory requirements; ensure that all statutorily required records are properly maintained and available for inspection.
7. Ensure that management and supervisory staff are held accountable for employees adhering to established procedures.

8. Establish and maintain cooperative working relationships with regulatory agencies and site inspectors; obtain and maintain permit files for agency inspections.

9. Act as primary representative for the District during environmental regulatory agencies and during inspections, including serving as point of contact, attending agency sponsored events, and providing public comment on regulations or programs developed by regulatory agencies.

10. Maintain and review inspection records generated from internal audits and regulatory inspections; coordinate and draft responses to Notice of Inspection and Notices of Violations issued by environmental regulatory agencies; collaborate with senior management to ensure problems identified in audits and inspections are corrected.

11. Advise District personnel about compliance issues and pertinent permit requirements; provide technical consultation to personnel on matters relating to the Hazardous Materials Management Program and pertinent regulations.

12. Oversee medical and chemical waste contract development and implementation; collaborate with Facilities and Purchasing to negotiate contracts for all hazardous waste pick-up and disposal and for the operation of the Hazardous Materials Management Program.

13. Prepare all environmental and hazardous materials permit applications, renewal applications, and all required reports to ensure all activities involving hazardous materials are carried out in compliance with Federal, State, and local regulations.

14. Report to the Chancellor and Board of Trustees on an annual basis the status of the program, results of all inspections, remedial actions, and recommended changes in the program to strengthen compliance efforts.

15. Hire, train, supervise, and evaluate personnel.

16. Assist the Vice Chancellor of Business services as requested.

17. Serve on committees, such as the Safety Committee, the Chemical Safety Committee, EH&S User’s Committee, Hazardous Waste Action Group, Environmental Activities Group, as assigned and as requested.

18. Support, implement, and promote compliance with the District’s Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

19. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

20. Responsible for promoting, and enforcing the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.

EMPLOYMENT STANDARDS

Knowledge:

1. Safety concepts, including radiation, biological, chemical, fire, and life safety, and general physical safety issues, rules, regulations, and procedures.

2. Professional technical expertise in all areas of hazardous materials management, including permitting, acquisition, handling, disposal, and compliance.

3. Federal, State, and local laws and regulations pertaining to hazardous materials.
4. Computers: commonly used software and communication mediums.

5. Excellent verbal and written communication skills.

6. Excellent interpersonal skills using tact, patience, and courtesy.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Evaluate staff availability to meet emergent needs.

3. Prepare reports concerning waste removal contracts, regulatory issues, general management information needs, and data for calculation or recharge rates.

4. Interpret Federal, State, and local laws, regulations, and guidelines.

5. Serve as District expert in hazardous materials management and on other environmental health and safety issues.

6. Thoroughly understand hazardous materials programs and provide training for to others.

7. Use fact-finding to analyze situations and adopt a course of action.

8. Work independently with little direction.

9. Train, supervise, and evaluate personnel.

Experience and Education:

1. Bachelor’s degree in Chemistry, Physics, Biology, Engineering or a related scientific field required.

2. Six years experience in an environmental compliance field required.

3. Three to five year’s management experience and demonstrated experience in permitting activities and in large vendor contracts for hazardous materials disposal required.

4. Working knowledge of Federal environmental compliance regulations required.

5. Working knowledge of State environmental regulations preferred.

Working Conditions:

1. Typical office environment; subject to some travel to conduct work and physical activities.

2. Possession of a valid California Drivers License.

HAZARDS:

1. Exposure to hazardous materials.

Date Approved: January 3, 2004
Level: H
EEO-Category: H-11