

**MANAGER, ENVIRONMENTAL, HEALTH & SAFETY (EHS)**

**POSITION DESCRIPTION**

The Manager, Environmental, Health & Safety (EHS) is responsible for the planning, coordinating and supporting the District's comprehensive Environmental Health and Safety programs. This position ensures compliance with applicable federal, state and local regulations, including California Occupational Safety and Health Administration (CAL/OSHA), while promoting a safe and healthy work environment for all employees, students, and visitors.

The incumbent oversees EHS operations, including fleet management, safety programs, hazardous materials handling, and regulatory compliance, ensuring adherence to all applicable local, state, and federal regulations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Vice President of Administrative Services or designee. The incumbent is expected to work independently, exercising professional judgement and initiative to achieve departmental goals.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS**

*The duties listed are intended to provide examples of the types of work performed and are not intended to be an exhaustive list of all responsibilities. The District reserves the right to modify or assign additional duties consistent with the classification.*

*The following duties are representative of the essential functions of this position:*

1. Coordinates and assists in planning, directing, and training of the District's equipment, vehicle and cart maintenance program services and activities; Oversee licenses, insurance, approvals, training programs associated with vehicle, carts and equipment operations and/or carts; coordinates the District's cart training program.
2. Provides communications link between maintenance and College personnel; creates and processes work requests, plans, discusses and executes proposed projects to determine feasibility.
3. Coordinate diagnosis, maintenance, repair, or replacement of various equipment, including fleet, grounds, and maintenance vehicles, carts, energy management equipment, elevators, fire alarms, fire sprinkler systems, and other general building safety-related equipment.
4. Oversee the District's ergonomic program, assessments, and collaborates with Human Resources in coordination of accommodations. Coordinate training as needed.
5. Assists with coordinating the work of outside contractors, architects, and engineers on current and proposed EH&S projects; collaborate with district leadership and insurance providers on property insurance coverage, certificate of insurance, risk exposure; support claim management, insurance renewals, and loss prevention strategies, and evaluate risks to district facilities, assets, and operations.

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6. Train and provide guidance to faculty, managers and classified staff as assigned; conduct loss control and safety training for various college activities and programs in accordance with District policies; develop loss control training programs.
7. Coordinates and conducts routine inspections, testing and servicing of fire extinguishers and other safety equipment in the District to ensure functionality and compliance with applicable regulations and in accordance with local, state, and city fire code. Assess facilities to determine appropriate types of fire extinguishers based on environmental risks and operational needs.
8. Develop and implement training programs to ensure a culture of professional, empathetic, and effective customer service across all user interactions.
9. Assemble, oversee, and maintain all District first aid and chemical spill kits; assist in selecting location for and in installing portable eye wash stations and first aid stations; map all stations; inventory, order, and stock first aid supplies and protective safety equipment
10. Ensure compliance with Cal/OSHA, including not limited to Injury and Illness Prevention Program (IIPP), Hazard Communication, Bloodborne Pathogens, and Workplace Violence Prevention requirements; facilitate, conduct, and assist in accident investigations; including taking statements, prepare reports, and recommend corrective action.
11. Coordinate removal of hazardous and biological waste materials using federal, state, and county guidelines; assist in the enforcement of federal, state, county, and city regulations regarding health and safety hazards; apply CAL/OSHA and MSDS information of products used on all sites; provide advice and assistance as necessary; maintain OSHA injury logs and reporting requirements.
12. Arrange for the production and procurement of safety and informational signage for employees and the public in accordance with federal, state, county, and city ordinances; assist in the preparation and distribution of safety informational packets and materials for staff; and coordinate the labeling, tracking, and checkout of safety and first aid equipment for departmental use; coordinate and as appropriate.
13. Serve as the primary liaison to the fire department, alarm services, hazardous waste vendors, and other external partners; and work collaboratively with District and campus stakeholders in the design, implementation, and maintenance of an a comprehensive EHS program that improves conditions and ensures compliance with applicable laws and regulations.
14. Extracts, compiles, prepares and analyze data from various information systems; develops, maintains, and updates statistical files, reports, documents and spreadsheets related to environmental, health and safety, property and liability programs and preventive maintenance, inventory, and stock control; ensures all records and files are accurate, current, organized, properly documented, using word processing and spreadsheet software; and prepare and present reports and recommendations.
15. Assist with the planning and monitoring of the departmental budget and annual reports; assist in the preparation of state, federal, city, county and College reports as required.
16. Stay current with emerging trends, developments, innovations, and regulations in occupational, community, and environmental health and safety; attend and actively participate in relevant training sessions.

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17. Chair or Co-Chair assigned governance committees and serve on the District's Emergency Operations Team; collaborate and participate on the District Safety Committee on all site inspection concerns/issues and report employee injury statistics.
18. Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Federal, state, and local laws, codes, and regulations including those related to hazardous materials, environmental health and safety procedures, and the State Fire Marshall as well as general safety orders, OSHA standards, and a variety of building and safety codes; principles and procedures of record-keeping and report writing.
- District policies and administrative regulations and operating procedures.
- Occupational hazards, basic principles and practices used in the administration of environmental health and safety programs.
- Materials, methods, techniques, and equipment used in environmental health and safety inspections and investigations.
- Measurement, screening, and evaluation procedures, techniques, tools, and equipment used in an environmental health and safety program.
- Basic research methods.
- Regulations, policies and procedures related to section 508.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Modern office procedures, methods, and equipment including computers and applicable software.

#### **Ability to:**

- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Coordinate and assist in planning and directing the District's building and vehicle maintenance program services and activities.
- Interpret, apply and explain complex and technical District policies and procedures, State and federal laws and regulations related to assigned programs.
- Maintain regular, reliable, and punctual attendance consistent with District standards and operational needs.
- Communicate clearly, concisely, effectively and professionally, both verbally and in writing, with employees and District leadership and stakeholders, especially during stressful situations; de-escalate difficult customer interactions with empathy and tact.
- Establish and maintain cooperative and effective working relationships with others; work independently, confidentially, organize work to meet schedules, timelines and with minimal direction; exercise tact and diplomacy when handling sensitive or confidential matters.
- Maintain accurate and complete records and files; prepare comprehensive reports; and learn District organization, operations, policies, and objectives.

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- Exercise good judgment in the performance of specialized duties related to the District's environmental health and safety program.
- Organize, develop, and deliver effective informational presentations and training sessions that clearly communicate key concepts, enhance employee understanding, and support program objectives.
- Supervise, coach, evaluate and motivate a team of professionals and foster a collaborative, customer-focused team culture.
- Read, interpret, and explain blueprints, building plans and specifications.
- Conduct accident investigations; take statements, prepare reports, and recommend corrective action as appropriate.
- Analyze and manage multiple complex technical projects and develop effective solutions simultaneously; and adopt an effective course of action.
- Ensure compliance with Section 508 by conducting accessibility audits, remediating digital content, and providing training to staff, resulting in improved accessibility of institutional materials and reduced compliance risk.
- Conduct and interpret surveys and studies.
- Operate various hand tools, equipment, and vehicles used in area of assignment.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience:

- A Bachelor's degree from an accredited institution in Fire Science or Occupational Safety Technology, Environmental Science or Environmental Technology, Business, or a related field; AND
- Five (5) years of progressively responsible experience in a technical support environment, with at least two (2) years in a supervisory, lead, or managerial role.

**OR**

- An Associate's degree from an accredited institution in Fire Science or Occupational Safety Technology, Environmental Science or Environmental Technology or Human Resources, Business or a related field; AND
- Seven (7) years of progressively responsible experience in the field, with at least two (2) years in a supervisory, lead, or managerial role.

### **LICENSES AND OTHER REQUIREMENTS**

Required within one (1) year of hire:

- HazMat/OSHA Certification and/or training, EPA 609 Certification
- OSHA 30-Hour (General Industry)

### **WORKING CONDITIONS**

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**Environment:** District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some evening and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

**Hazards:** Exposure to fumes, odors, dust, mist, and gases.

### **EMPLOYMENT STATUS**

Classified Supervisor

Leadership Salary Schedule: Range 7

Personnel Management Committee Review: June 10, 2026

Board Approved: June 25, 2026