



**Central Office
Job Description
Director of Environmental Health & Safety**

Salary Level:
CCP 20 (Subject to Willis)

Date Approved/Revised:
9/25/24

POSITION PURPOSE:

Under the supervision of the Chief of Police/Director of Public Safety or designee, the Director of Environmental Health & Safety is responsible for the development, implementation, management and administration of programs, policies and procedures that support a healthy and safe environment for students, faculty, staff, and visitors at the College. The Director will monitor, manage and administer the inspections, maintenance and repair of systems to include (but are not limited to) fire alarm and sprinkler systems, emergency lighting, elevators, boilers, underground fuel tanks, asbestos abatement, generators, Federal and State OSHA regulations /compliance, chemical and hazardous material handling and removal, PCB monitoring and provide technical and consultative services to the Campus Community.

SUPERVISORY AND OTHER RELATIONSHIPS:

May supervise administrators and other staff, as necessary.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Directs and administers the preparation and maintenance of all mandated environmental regulatory licenses, records, and permits on behalf of the College.
- Develops, implements, and administers technical training programs for College personnel on all appropriate safety issues including the handling of hazardous material to ensure compliance with appropriate regulations and train incident responders.
- Inspects College work facilities and equipment and consulting as needed with department chairs, faculty, and supervisors to determine if planned experiments and research activities or any other College sanctioned work involving the use of hazardous materials meet safety standards.
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- Monitors, manages, and determines if equipment (such as elevators, generators, boilers etc.) and work facilities conform to health and safety standards, consulting with physical plant, engineering and construction personnel on renovations or new proposed projects.
- Develops standards for hazardous materials exposure limits for personnel, safe working methods, decontamination procedures and hazardous waste disposal.
- Serves as a technical expert on behalf of the College in interactions with local, state, and federal regulatory agencies in the areas of Occupational Health and Safety.
- Develops, implements, and administers a College wide fire safety program and ongoing systems testing, including maintenance contracts.
- Develops and articulates procedures for a College emergency operations plan.
- Conducts regular safety meetings and serving on the College Safety Committee
- Develops and implements special programs such as the Employee Committee Options (ECO) Program in accordance with the Federal Clean Air Act and the State of Connecticut Enabling legislation
- Administers and manages the College's fire and alarm system and all other life safety systems.
- Monitors the procurement, reception, distribution, storage, and removal of regulated hazardous materials.
- Assists in the development of the budget for Environmental Health and Safety.
- May require night and weekend hours as needed.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement, and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Ability to communicate effectively with both the technical and non-technical personnel.
- Proven experience as safety officer
- In depth knowledge of legislation (e.g. OSHA/EPA) and procedures
- Knowledge of potentially hazardous materials or practices
- Experience in writing reports and policies for health and safety
- Familiarity with conducting data analysis and reporting statistics
- Ability to organize, prioritize, and manage projects.
- Ability to effectively work with system office and campus leadership.
- Ability to build teams, delegate, and lead personnel
- Ability to create training programs

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in industrial hygiene, safety, health physics, or a related field degree in an appropriately related field together with three to six years of related experience that includes managing a comprehensive health and safety program and one to three years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.