

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Occupational, Environmental Health & Safety Coordinator

Unit: Office Technical

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Job Code: J1997

Original Date: 06/2016

Last Revision: 06/2016

Staff Type: Classified

FLSA status: Non-Exempt

Salary Range: 32

DEFINITION:

Under the direction of an assigned manager or supervisor and in coordination with the Risk Management Department and College Vice President of Administrative Services, assist in providing strategic direction for the Occupational, Environmental Health & Safety (OEHS) missions and goals and ensure the adherence to laws, regulations, and other compliance requirements. Incumbents are designated as the safety officer for Occupational, Environmental Health & Safety for one college, a group of campuses, or a district division at the central office.

DISTINGUISHING CHARACTERISTICS

The Occupational, Environmental Health & Safety Coordinator is experienced in applying professional principles to develop an understanding of differing and variable situations. Problem solving involves consideration of diversified procedures and precedents, consistent with current policies and the complexity of OEHS issues, risks, federal, State, and local rules, regulations, and compliance requirements. The incumbent must have the ability to work collaboratively and to influence those with whom no formal hierarchical relationship exists.

EXAMPLES OF DUTIES

1. Promote OEHS awareness; provide advice, information, and instruction on OEHS issues; design, update, coordinate, and modify all safety-related training collaborating on specific program and administrative needs.
2. Monitor and ensure safe and consistent practices and compliance with OEHS policies and procedures, communication, and follow-through; coordinate with instructional labs, programs, and operations; oversee the hazardous waste program.
3. Coordinate and lead various teams to implement OEHS policies and goals.
4. Review, analyze, audit, investigate, and report incidents, injuries, and hazards; implement control measures. Investigate complaints of unhealthy occupational and environmental conditions and coordinate corrective action.
5. Create, organize, and maintain all regulatory documentation per county, State, and federal regulations; utilize and maintain required systems; design and prepare presentations, correspondence, databases, spreadsheets, newsletters, information notices and reports, website materials, and other modes of delivery.
6. Assist in the development, update, compliance, and maintenance of injury and incident prevention strategies and OEHS procedures; make recommendations for risk mitigation and process improvements.
7. Create OEHS training programs; create training materials and update college websites with training and OEHS information; train staff on safety rules, regulations, policies, and procedures. Maintain training records for compliance.
8. Develop, maintain, and conduct routine safety inspections and safety inspection checklists in collaboration with safety committee, instruction, student services, and administrative leaders or their designees; coordinate and recommend corrective action to unhealthy conditions and ergonomic issues.
9. Monitor and assist with budget development for related areas.
10. Conduct and attend meetings; may co-chair the Safety Committee; member of the college and district emergency response teams.

11. Perform technical research and special studies.
12. Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Budget preparation and expenditure control.
California Community College organization, operations, policies, and objectives.
County, State, and federal OEHS regulations and reporting systems.
Development and deployment of training materials utilizing current methods.
English usage, grammar, spelling, punctuation, and vocabulary.
Hazardous materials inventory, waste management, and reporting.
Methods, techniques, and practices used in determining and eliminating health hazards in occupational and environmental settings.
Modern office practices, procedures, equipment, systems, and applications.
OSHA, Cal/OSHA, USEPA, and other related occupational and environmental health and safety laws.
Practices and principles of occupational, environmental health and safety.
Principles of industrial hygiene, environmental and public health, and State and federal laws, rules, and regulations on the health of industrial workers.
Risk management practices and policies.

Skills and Abilities:

Analyze problems and take corrective action in a professional manner.
Communicate clearly and effectively both orally and in writing.
Coordinate projects, goals, and work assignments.
Create and manage investigation and inspection programs.
Develop standards for occupational, environmental health and safety processes.
Establish and maintain effective working relationships with others.
Evaluate Safety Data Sheets in accordance with the Hazard Communication Standard (HCS).
Interpret and apply procedures, requirements, and regulations.
Maintain records and prepare reports.
Work collaboratively and influence those with whom no formal hierarchical relationship exists.
Work independently and set priorities.

License

Valid California Driver's License

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree in environmental science, occupational safety and health, physical science, biology, chemistry, industrial hygiene, healthcare, or related field and five years of directly-related experience. Specialized training or certificates in Occupational Health and Safety (OSHA) or Hazardous Waste Operations & Emergency Response preferred.

WORKING CONDITIONS

Physical Requirements:

Category III.

Environment:

Inside and outside. May include travel from site to site. May include less desirable extremes working with hazardous materials.