

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**MANAGER, EMERGENCY PREPAREDNESS AND WORKPLACE SAFETY**

**Range 16**

**CLASSIFIED MANAGEMENT CLASS SPECIFICATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction of the Vice Chancellor, Facilities/Bond Programs and Operations, develop, administer, and manage District-wide emergency preparedness, workplace safety, security, environmental health, occupational safety, and risk management programs to ensure a safe and healthy working and academic environment; provide oversight in the development and management of comprehensive District-wide emergency management and workplace safety plans, policies, and procedures; ensure compliance with local, State, and Federal emergency preparedness and safety regulations, industry standards, District policies and procedures, and collective bargaining agreements; develop and deliver training and provide advice and counsel to employees and students in emergency preparedness and workplace health and safety matters; and serve as a member of the management team.

**MANAGEMENT RESPONSIBILITY**

The Manager, Emergency Preparedness and Workplace Safety is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Chancellor, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Oversee, develop, organize, coordinate, and evaluate comprehensive emergency preparedness, workplace safety, security, environmental health, occupational safety, and risk management programs to ensure a safe and healthy working and academic environment; oversee and participate in the development of goals, objectives, and systems related to assigned program areas.
2. Develop, implement, and interpret policies and procedures to ensure compliance with the District's emergency preparedness plan and workplace safety regulations; participates in the formulation, interpretation, and application of District policies and procedures as they pertain to risk management, liability claims, workers' compensation claims, occupational health and safety regulations, workplace accommodations, and other related issues.

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3. Develop and implement the District's emergency management program including preparedness and response planning; serve as chair of the Districtwide Safety Committee; coordinate vulnerability and risk assessments regularly at all District locations; collaborate and coordinate with other District administrative units and College officials to ensure appropriate responses and actions are made and documented as required.
4. Develop hazardous mitigation plan for District office and colleges; assist District and colleges with implementation of their Emergency Action Plans; develop and establish business continuity plans for the District office and both colleges.
5. Oversee the District's safety training and mandated training programs in compliance with local, State, and Federal laws; assist in the development and implementation of in-service training on emergency preparedness, security, safety, and health for staff and students; develop campus emergency awareness by developing and providing training programs for employees and students in emergency response procedures; document required training for employees and maintain appropriate records; coordinate with the Human Resources Department to ensure security and privacy of personnel data.
6. Provide information as necessary to staff, public, and other agencies; make presentations to various groups regarding campus security, safety and health.
7. Provide executive level training programs including Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).
8. Implement District Injury and Illness Prevention Plan (IIPP); revise the IIPP as needed; establish, implement, and deliver IIPP required training within specified timeframes.
9. Develop, organize, implement, coordinate, and monitor emergency and disaster planning programs and operations; interface with and serve as liaison to governmental regulatory agencies and various other governmental entities and campus organizations.
10. Ensure the District is in full compliance with NIMS and SEMS requirements as well as Federal and State worker safety and environmental regulations and policies.
11. Communicate regularly with the Office of Disaster Resistant California Community Colleges (State Chancellor's Office); ensure District compliance with State Chancellor directives related to emergency preparedness.
12. Participate in the implementation of District and college policies and procedures for Security Services; enforce rules and regulations governing the use of college buildings, events, parking areas, and signage.
13. Coordinate, communicate, and oversee District compliance with applicable safety laws and standards including Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), National Fire Protection (NFPA), and other safety laws and standards.
14. Monitor and evaluate the District's environmental and occupational health, safety and emergency management programs to ensure compliance with CAL OSHA/OSHA, ADA, and related regulations; coordinate the inspection of District facilities; enforce adherence to regulations governing the health and safety of individuals and protection of the environment.
15. Perform, assist, and coordinate investigations of all employee/student injuries, accidents, and incidents in coordination with CAL OSHA and other regulatory agencies as required.
16. Ensure that hazardous waste and surplus chemicals are disposed of in compliance with local and State regulations; prepare waste regulatory reports.

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17. Coordinate training of employees on procedures for handling or working with a particular hazardous substance using the global harmonization system and proper Material Safety Data Sheets.
18. Assist in the planning and preparation of the departmental budget.
19. Maintain records and prepare reports; prepare written documents and reports on District emergency preparedness and workplace safety including injury and illness statistics, analysis, and recommendations.
20. Stay abreast of existing and proposed Federal and State laws, governmental regulations, and industry standards related to areas of responsibilities; attend seminars and conferences.
21. Participate in management and staff meetings including College Safety Committee meetings.
22. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Methods and techniques of leadership and management.
2. Principles and practices of program development, administration, and evaluation.
3. Principles and practices of budget preparation and administration.
4. Principles of supervision, training, and performance evaluation.
5. Operations, services, and activities of a comprehensive emergency preparedness and workplace safety program including emergency preparedness, workplace safety, security, environmental health, occupational safety, and risk management programs in higher education.
6. Occupational health, safety, and accident prevention principles and practices.
7. Pertinent Federal, State, and local laws, codes, and regulations including local, State, and Federal laws, regulations, restrictions, and requirements related disaster preparedness, response, and recovery.
8. Effective and proactive use of information technology in administration of emergency preparedness and workplace safety programs; technology trends and techniques in emergency and disaster preparedness, response, and recovery.
9. The California Incident Command System, Standardized Emergency Management System, National Incident Management System, and State Response Information Management System.
10. Methods and techniques of accident reporting and investigations.
11. Principles and practices of fiscal, statistical, and administrative research and report preparation.
12. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
13. Interpersonal skills using tact, patience, and courtesy.
14. Oral and written communication skills.
15. Principles and procedures of record keeping.

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16. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

1. Develop, coordinate, manage, direct, and provide effective leadership for District-wide emergency preparedness and workplace safety programs and services.
2. Plan, organize, coordinate, and evaluate complex programs and projects.
3. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.
4. Envision, develop, and maintain short- and long-term strategic initiatives.
5. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
6. Research, analyze, and evaluate new service delivery methods and techniques.
7. Select, supervise, train, and evaluate staff.
8. Lead, manage, and train staff in order to accomplish the established goals of the department.
9. Prepare and administer an operational budget.
10. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities.
11. Determine emergency service and disaster preparedness program objectives and priorities to achieve an integrated, focused approach to achieve those objectives.
12. Direct and coordinate all levels of personnel and aspects of emergency services administration in an actual emergency or disaster situation.
13. Plan, promote, implement, and evaluate a comprehensive safety and emergency preparedness program.
14. Interpret, apply, and explain State and Federal laws and regulations related to emergency preparedness, disasters, and workplace safety.
15. Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements.
16. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
17. Communicate with technical and non-technical users clearly and concisely, both orally and in writing.
18. Work effectively in a collegial teamwork environment.
19. Maintain a variety of complex and confidential files and records; prepare clear, concise reports.
20. Provide technical expertise to faculty and staff; respond to requests and inquiries from employees, students, general public, and agencies.
21. Develop and deliver proactive training.
22. Implement concepts of shared governance; work collaboratively, congenially, and effectively with a diverse group to encourage, support, and provide information.
23. Coordinate assigned functions with other District and College departments as appropriate.

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24. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
25. Communicate clearly and concisely, both orally and in writing.
26. Establish and maintain effective working relationships with those contacted in the course of work.
27. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in occupational health and safety, industrial hygiene, environmental safety, fire science, or a related field.

**Experience:**

Five years of progressively responsible experience in occupational health and safety, industrial hygiene, fire protection, risk management, emergency preparedness, or a related field including demonstrated experience in developing and implementing emergency preparedness and workplace safety programs. Experience in higher education, preferably in the community colleges system, is desired.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. The incumbent must be willing to be on-call and available 24-hours a day.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

**APPOINTMENT**

The Manager, Emergency Preparedness and Workplace Safety shall be elected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on February 21, 2017

Effective: February 22, 2017

Revised by Board of Trustees on August 15, 2017

Effective: August 16, 2017

Job Family: Classified Administrator/Management