BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Environmental Health and Safety

DEPARTMENT: Physical Plant

FUNCTION: Manages the College's compliance with OSHA standards, rules and regulations, ensuring the workplace and overall environment are free from serious recognized hazards. Coordinates all activities related to providing a safe and healthy environment for learning and working. Enforces compliance with federal, state, and local laws and regulations regarding substance and materials management; measures and regulates environmental controls and conditions throughout the College community. Designs, develops and coordinates related facilities' operations and systems.

REPORTS TO: Executive Director, Operations and Plant Management

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages the College's compliance with OSHA standards, rules and regulations, ensuring the workplace and overall environment are free from serious recognized hazards.
2. Establishes procedures for identifying, evaluating and correcting workplace hazards, unsafe or unhealthy conditions, work practices and work procedures.
3. Develops and implements a written hazards communication program; trains employees on hazards and the proper precautions necessary to ensure their safety and the safety of others; provides readily available information/instructions for handling and disposing of hazardous chemicals.
4. Inventories, documents, controls and coordinates the removal of the College's medical and other hazardous waste materials in accordance with applicable codes, laws and regulations.
5. Manages the sampling and testing of materials and the environment throughout the facilities, air quality and materials used in construction.
6. Prepares general, monthly and annual reports on all activities and programs conducted during the year, including recommendations for improving the facilities' health quality.
7. Designs, develops and coordinates site/facilities operations and systems related to environmental health and safety; arranges and supervises related contract work and mechanical systems projects.
8. Completes the Industrial Hygiene Survey conducted at the College every three years and the Annual Workplace Survey of hazardous and non-hazardous materials.
9. Assists administrators in implementing the approved recommendations from the Industrial Hygiene Survey and the Annual Workplace Surveys of hazardous and non-hazardous materials.

10. Liaises with federal and state authorities, local health departments, and other officials in implementing applicable rules and regulations not limited to the Right to Know, smoking, air quality, etc.

11. Administers fire safety activities including education and drills; coordinates building and equipment inspections to detect fire hazards and enforce state and local regulations.

12. Provides technical guidance, advice and assistance to all College employees.

13. Prepares Capital Budget estimates/requests for related environmental and facilities' expenditures.

14. Performs additional tasks for duties as assigned by the Executive Director of Operations and Plant Management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Knowledge of all applicable health, safety and environment engineering laws and regulations. Has basic proficiency in the use of the Microsoft Office suite.

Exhibits strong skills in:
• Communication
• Customer and Student focus
• Building Relationships
• Organizing
• Planning

Education: Bachelor of Science Degree in Environmental Science Engineering or related field

Experience: Minimum of 5 years of experience in health, safety and environmental engineering.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: ___________
Name/Title

Approved by: ___________________________ Date: ___________
Name/Title

Reviewed by: ___________________________ Date: ___________
Human Resources
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE