

Coordinator, Environmental Health & Safety

FLSA Status: Exempt

Pay Grade: 21

Job Title ID: 16302

Job Series/Job Family: Business Services Series / Environmental Health & Safety Family

Reports To

Executive Director, Environmental Health, Safety & Insurance

Job Purpose

To coordinate the development, implementation and maintenance of an environmental health and safety management system to ensure a safe, healthy workplace for employees and a safe, learning environment for students and visitors.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Conducts site assessments, reviews and self-inspections. Analyzes and interpret results, recommends appropriate corrective actions, communicates results and follows up on issues or concerns until completion.
2. Develops, implements, and maintains ACC policies and procedures ensuring adherence to local, state, and federal environmental, health and safety regulations. Keeps abreast of changes to laws and regulations that impact the organization. Serves as a contact with federal, state, and local regulatory bodies.
3. Reviews and updates policies, programs, and procedures ensuring inclusion of any new legal requirements.
4. Reviews and investigates accident/incident reports, compiling findings and recommendations for corrective actions into summary report.
5. Develops, implements, and coordinates Safety, Health, and Environmental College wide training.
6. Participates in shared governance process as a task force member. Provides technical knowledge on health and safety related issues, plans, and projects for implementation.
7. Assists with the design and development of facilities, work areas and work procedures and ensures the implementation of environmental, health and safety requirements accordingly.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Safety, health, and environmental engineering principles and practices.
- Federal, State, and local regulations and national standards relating to applicable areas of Environmental Health Safety system, risk minimization, and insurance provisions.
- Standard concepts, practices, and procedures within the Environmental Health and Safety field.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Application of regulatory requirements to ensure regulatory compliance

- Applying technical expertise, experience, and judgment to plan and accomplish goals.
- Using creativity and independent thought to resolve issues.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 30 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years work experience in safety, industrial hygiene, hazardous waste operations, and/or emergency response/incident management, safety administration, and/or general insurance administration.

Preferred

- Five years work experience in safety, industrial hygiene, hazardous waste management, emergency response/incident management, risk management, Environmental Health

Education

Required

- Bachelor's degree in related field.

Other

Preferred

- Knowledge of ACC Policies and procedures, Board policies and Administrative rules, analytical test equipment such as dosimeter, draeger tubes, and multi-gas detection meter. Certification as Industrial Hygienist and/or Safety Professional.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.