



**FOOTHILL-DE ANZA**  
Community College District

Office of Human Resources and Equal Opportunity  
Administrator Job Description

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## **DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY**

**DEPARTMENT:** Business Services

**COLLEGE:** Central Services

**SALARY GRADE:** A2/A3 - I

### **POSITION PURPOSE**

Reporting to the Executive Director of Facilities & Operations, the Director ensures compliance with all federal, state, and local regulations governing hazardous materials, hazardous waste, universal waste, and medical/biological waste. The Director of Environmental Health and Safety (EH&S) provides leadership and oversight for the District's Hazardous Materials Management Program in support of primarily bond-funded construction projects at Foothill - De Anza Community College District. This position serves as the District's primary liaison with regulatory agencies, manages permitting and closure activities for hazardous materials areas, and integrates environmental compliance considerations into planning and construction processes.

### **KEY DUTIES AND RESPONSIBILITIES**

1. Develop, implement, and oversee District policies and procedures for the safe collection, storage, transportation, and disposal of hazardous materials and wastes, including asbestos, lead, e-waste, and medical/biological waste.
2. Serve as the District's lead representative during inspections and audits by regulatory agencies; coordinate inspection readiness, respond to findings, and ensure corrective actions are completed.
3. Direct and manage hazardous materials closure activities for areas no longer in use, including preparation of Closure Plans and Closure Reports, coordination with agencies, selection and oversight of qualified contractors, and verification of waste removal.
4. Prepare, submit, and maintain all required environmental permits, applications, and reports (annual, biannual, or as required).
5. Lead the development and maintenance of the District's Hazardous Materials Business Plan (HMBP) for bond-funded projects.
6. Design, implement, and deliver training programs for employees who handle hazardous materials; maintain accurate training records.
7. Draft and maintain Standard Operating Procedures to ensure the safe and compliant handling of hazardous materials.

8. Develop and maintain programs such as Electronic Waste Management, Hazardous Waste Minimization Plans, and Spill Prevention Control and Countermeasure (SPCC) Plans.
9. Establish and maintain strong working relationships with campus stakeholders and regulatory agencies.
10. Advise District personnel on compliance issues and pertinent permit requirements (act as a professional consultant to the District); provide technical options to personnel on matters relating to the Hazardous Materials Management Program and pertinent regulations. Respond to and ensure the resolution of specific problems, issues, and questions regarding the proper use, storage, and disposal of all waste types.
11. Report annually to the Chancellor and Board of Trustees on program status, inspection results, corrective actions, and recommended improvements.
12. Participate in District committees, including the District Bond Safety Committee, and represent the District in professional and technical groups related to EH&S.
13. Support and promote compliance with the District's Diversity and Equal Opportunity Plan.
14. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge**

1. General safety concepts, including chemical, biological, fire, and life safety; general physical safety issues, rules, regulations, and procedures, particularly as they pertain to hazardous materials.
2. Professional technical expertise in all areas of hazardous materials management, including permitting, handling, storage, disposal, recordkeeping, and compliance.
3. Federal, State, and local laws and regulations pertaining to hazardous materials and waste.
4. Computer systems: commonly used software and communication media.
5. Excellent verbal and written communication skills.
6. Excellent interpersonal skills using tact, patience, and courtesy when interacting with the campus community and regulatory agencies.

### **Skills and Abilities**

1. An understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of community college students, faculty, and staff.
2. Evaluate staff availability to meet emergent needs.
3. Demonstrate sophistication in the preparation of reports concerning waste, regulatory issues, general management informational needs, and data for staff consideration and analysis.
4. Interpret Federal, State, and local laws, regulations, and guidelines.

5. Serve as the District expert in hazardous materials management and on other environmental compliance issues.
6. Thoroughly understand hazardous materials programs and provide training to others.
7. Use fact-finding to analyze situations and adopt an effective course of action.
8. Work independently with little direction.
9. Train, supervise, and evaluate personnel.

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Chemistry, Physics, Biology, Engineering, Environmental Management, or a related scientific field.
2. Five to seven years of progressively responsible experience in environmental compliance.
3. Two to three years of management experience with hazardous waste programs and vendor contracts.
4. Working knowledge of federal environmental compliance regulations.

## **Preferred Qualifications:**

1. Master's degree.
2. Working knowledge of California state environmental regulations.
3. Experience completing a permitted regulatory closure of a hazardous waste area.

## **LICENSE AND CERTIFICATION:**

1. Valid California Driver's License.

## **WORKING CONDITIONS**

### **Environment**

1. Office environment with regular travel between campuses and regulatory sites.
2. Ability to conduct site inspections across campus facilities, including use of required personal protective equipment.

### **Physical Abilities**

1. Ability to walk across the entirety of the campuses during inspections.
2. Ability to wear safety equipment (respirator, goggles, hard hat, safety shoes, etc.).
3. Hearing and speaking to exchange information and make presentations.
4. Dexterity of hands and fingers to operate a computer keyboard.
5. Vision sufficient to read printed materials and a computer screen.
6. Sitting for extended periods of time.
7. Bending at the waist.

8. Lifting and carrying objects up to 20 lbs.

Date Approved: January 2004; Revised: October 2013; July 2019; October 2025

Ed Code: H-11

Creditable Service: PERS