



**DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY**

**DEPARTMENT:** Business Services

**COLLEGE:** Central Services

**SALARY GRADE:** [A2/A3 - I](#)

**POSITION PURPOSE:**

Reporting to the Vice Chancellor of Business Services, the Director of Environmental Health and Safety (EH&S) implements, directs, and oversees the District's Hazardous Materials Management program at the Foothill - De Ana College Campuses for hazardous materials, hazardous waste, Universal Waste and medical waste. Director takes the lead in regulatory inspections with the various regulatory agencies, third party auditors and internal staff leading to the definition and resolution of any findings. Annually the EH&S department submits a Hazardous Material Business Plan for the colleges.

Write Closure Plans and Closure Reports to address areas on campus that once utilized hazardous materials and will no longer be utilized, including due diligence and environmental assessment, and culminating in verification that all hazardous wastes have been removed. Directly or in conjunction with contractors, permit new equipment or processes or apply for renewal permits which contain substantial technical data. Participate in planning sessions with Program Managers to incorporate compliance considerations into construction projects.

The Director develops the content, updates and implements an electronic training program for all staff having responsibilities under the Hazardous Materials Management Program. Prepare numerous annual, biannual or biennial reports for Federal, State, County and local agencies. Maintains all required legal documents for Agency review in the EH&S department.

**NATURE and SCOPE:**

The EH&S Director is responsible for ensuring District compliance with all Federal, State, and local laws and regulations governing the storage, collection, and disposal of hazardous materials, hazardous waste, Universal Waste, including E-Waste, and medical/biological materials. This scope encompasses permitting and closure of all hazardous material areas.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Review and establish procedures for the collection, consolidation, packaging and disposal of hazardous materials, hazardous waste, Universal Waste and medical waste. Provide oversight for the programs for asbestos and lead abatement. Activities include defining storage requirements, performing waste characterization, establishing a collection program for each type of waste, distributing the master schedules to all staff with hazardous materials, negotiating disposal contracts annually with specific pricing in a manner to maintain budgeted spending and expense control, interfacing with vendors to meet performance standards of collection and disposal and setting up methods to maintain all regulatory paperwork.
2. Routinely prepare all annual and bi-annual reports for the Regulatory Agencies. These agencies include but are not limited to the Bay Area Air Quality District (BAAQMD), Palo Alto Sewer District, San Jose Sewer District, Department of Environmental Health, Bureau of Equalization, Department of Toxic Control (State EPA) and others.
3. For every area that once utilized hazardous material which will no longer be utilized, Director will first write a Closure Plan, secure approval for the Plan from relevant Agency, select a qualified Haz-Mat vendor and overview the detailed field activity in the Closure Plan, up to and including sampling. Following the project conclusion, Director will write a Closure Report to document the removal of any hazardous material by means of analytical reports and manifests from waste shipments. All activity is performed in close communication with the construction team, Plant Service and the supervising Agencies.
4. With the direct participation of each department for inventory validation, EH&S prepares the District's Hazardous Materials Management Program (HMBP) and updates the Program for every area annually or following substantial changes.

5. Develop electronic training programs for employees who use or store hazardous materials. Information includes compatibility, secondary containment, labeling, disposal schedules, and area inspection requirements. Maintain records (updated quarterly) on the staff who works with hazardous materials. Ensure that all appropriate employees receive the required initial and annual hazardous materials training. Responsible for promoting and enforcing the District's commitment to compliance by ensuring appropriate training and that the appropriate supervisor is informed of a noncompliant situation.
6. Write Standard Operating Procedures to comply with regulations, guidelines, and institutional policy for academic and operational units that use hazardous materials. Policy and procedures will address the environmentally sound methods of managing hazardous materials pertaining to all regulations. Instruct and develop working procedures and audit for compliance once instituted.
7. Act as primary representative for the District for environmental regulatory agencies and during inspections, including serving as point of contact, organizing "readiness" for inspections, receiving and disseminating the inspection reports. Follow up each regulatory inspection to verify that the findings, if any, were addressed and corrected and continuing efforts are in place to achieve compliance.
8. Maintain and review inspection records generated from internal audits and regulatory inspections; coordinate and draft responses to Notice of Inspection and Notices of Violations issued by environmental regulatory agencies; collaborate with senior management to ensure problems identified in audits and inspections are corrected.
9. Establish and maintain cooperative working relationships with regulatory agencies and site inspectors. Engender a perspective that EH&S is a partner in compliance with the Agencies and the campus for a common regulatory standard.
10. Obtain and maintain permits and compliance files (paper and electronic) in a manner that all these records available for inspection upon request, particularly the manifest tracking record system. Additionally, relevant inspections and documents must be shared with the campus academic staff, operational staff and upper management to progressively support compliance. Record keeping is paramount. All statutorily required records are properly maintained and available for inspection.
11. Develops and writes specific programs such as Electronic Waste Management, Hazardous Waste Minimization Plans, Spill Prevention Control and Counter Measures Plan (SPCC) and others for the benefit of FHDA.
12. Ensure that management and supervisory staff are held accountable for employees adhering to established procedures.
13. Advise District personnel about compliance issues and pertinent permit requirements (act as a profession 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 resolution of specific problems, issues and questions regarding the proper use, storage and disposal of all waste types.
14. Prepare all environmental and hazardous materials permit applications, renewal applications, and all required reports to ensure all activities involving hazardous materials are carried out in compliance with Federal, State, and local regulations.
15. Report to the Chancellor and Board of Trustees on an annual basis the status of the program, results of all inspections, remedial actions, and recommended changes in the program to strengthen compliance efforts.
16. Assist the Vice Chancellor of Business services as requested.
17. Serve on committees, such as the FHDA Safety Committee, other FHDA groups or professional technical groups that will serve the development of constantly improving standards at FHDA.
18. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
19. Perform other 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 it pertains 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. Computers: commonly used software and communication mediums.
5. Excellent verbal and written communication skills.
6. Excellent interpersonal skills using tact, patience, and courtesy for the campus community and the regulatory agencies.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability and sexual orientation of community college students, faculty and staff.
2. Evaluate staff availability to meet emergent needs.
3. Sophistication in the preparation of reports concerning waste, regulatory issues, general management informational needs, and data for staff consideration or calculation.
4. Interpret Federal, State, and local laws, regulations, and guidelines.
5. Serve as District expert in hazardous materials management and on other environmental compliance issues.
6. Thoroughly understand hazardous materials programs and provide training for to others.
7. Use fact-finding to analyze situations and adopt a 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. Two (2) years of experience in an environmental compliance field.
3. One (1) year of management experience and demonstrated experience in waste management activities and in large vendor contracts for hazardous materials disposal.

### **Preferred Qualifications:**

1. Master's degree.
2. Working knowledge of California State environmental regulations preferred.
3. Have conducted a permitted regulatory Closure of a hazardous waste area.
4. Working knowledge of Federal environmental compliance regulations.

### **License and Certifications:**

1. Possession of a valid California Drivers License.

## **WORKING CONDITIONS:**

### **Environment:**

1. Typical office environment; subject to some travel (local) to attend meeting or conduct work and physical activities.

### **Physical Abilities:**

1. Ability to walk the entirety of the campuses during a comprehensive inspection.
2. Ability to wear safety equipment (respirator, goggles, hard hat, safety shoes, etc.).
3. Hearing and speaking to exchange information in person and on the telephone and make presentations.
4. Dexterity of hands and fingers to operate a computer keyboard.
5. Vision sufficient to read various materials.

6. Sitting for extending 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

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Creditable Service: PERS