

POSITION DESCRIPTION

TITLE: Manager of Environmental Health & Safety and Sustainability Programs - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Manages the College's compliance efforts focusing on environmental health and safety. Functions as the staff specialist in safety by developing and implementing procedures that effectively evaluate and control risk exposures to the College including health, safety and hazardous waste(s). Coordinates with and assists departments on intradepartmental safety programs. Studies all factors, including but not limited to environmental factors, which may adversely affect employee safety and health, evaluates degree of exposure of St. Mary's College of Maryland or the State to risk, and recommends control measures to overcome any potential health or safety issues. Conducts training programs to obtain compliance with state and federal statutes in occupational safety and health, and provides assistance to departments, department heads, supervisors, and employees in reducing risks and accidents. Oversees the College's sustainability initiatives and environmental awareness projects; supervises the Sustainability Fellow. This position reports to the Director of Capital Planning, Design & Construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Develops, recommends, and implements policies, procedures, and standards for effective occupational safety and health practices. Ensures compliance with federal, state, and local occupational health and safety statutes and regulations.
- Evaluates hazardous or potentially hazardous conditions and practices and develops hazard control practices and programs.
- Works with other managers to define and motivate the responsibilities and actions of persons and departments throughout the College in carrying out the safety program.

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- Coordinates with Associate Deans and/or Department Chairs about hazardous waste disposal program including procurement of waste disposal contractor; provides information to the campus community regarding proper hazardous waste disposal procedures; is responsible for the disposal of hazardous waste in a timely and proper manner in compliance with all local, state, and federal laws and regulations. Prepares specifications for the College in requesting proposals or bids in conjunction with the St. Mary's College of Maryland Procurement Officer and/or Business Office which will result in a College contract for the handling, transporting, and disposing of hazardous and toxic waste materials and any required insurance.
- Assists management in understanding OSHA and MOSH regulations, laws, and standards, including providing guidance on handling compliance, inspections, and citations.
- Reports to the Vice President for Business and Finance on compliance with state and federal statutes and regulations in occupational safety and health and provides assistance to departments, employees, and students to reduce risks and accidents. Assures occupational health and biological safety compliance with respect to animal research, and chemical, radiological and other research materials usage, storage and disposal.
- Provides, coordinates or oversees training related to environmental health and safety.
- Conducts and/or coordinates regular inspections of College facilities to assure that fire and life safety codes are being complied with; that exit access, the exit, and the way of exit discharge are clear and free of obstructions. Conducts inspections for adequate fire protection, and ensures that all equipment is in good working condition. Maintains safety files and records.
- Supervises the Sustainability Fellow, and indirectly, the Sustainability Interns.
- Oversees the College's initiatives on environmental awareness, recycling, and reduction of carbon-producing consumption. Is responsible for submission of required reports related to the College's sustainability and energy reduction efforts, and carbon-neutrality goals. Coordinates activities and projects with the Environmental Studies Department and with the Campus Farm. Serves on the Sustainability Council.
- Responsible for SGA renewable energy credits annual purchases.
- Develops strategies that look to renewable energy systems on campus.
- Ability to prepare clear and accurate reports, including investigative findings, conclusions, and recommendations.

MINIMUM QUALIFICATIONS:

- Education: B.A. or B.S. degree in environmental science, environmental engineering, chemistry or a related field.
- Experience: Three to five years of experience in the management of environmental health and safety, preferably in a higher education institution.
- Certified OSHA 501 Trainer preferred.

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- Certified Safety Professional (CSP) designation or Certified Industrial Hygienist (CIH) preferred.
- Knowledge of lab safety principles essential to and expert knowledge of appropriate state and federal OSHA/MOSH/EPA regulations.
- Strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees, management, students, state and federal officials, and the community.
- Computer competence preferred, especially working in a Windows environment with MS Office and Google G-Suite applications.
- Must possess a valid driver's license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.