

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE O
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

EMERGENCY PREPAREDNESS AND SAFETY COORDINATOR

BASIC FUNCTION

Performs duties to develop and implement environmental health and safety (EHS) and emergency management (EM) programs at a designated District location; essential functions include, but are not limited to: developing college specific EHS and EM policies and procedures; supporting the day-to-day operation of the EHS & EM programs, training, and communications; accident investigations, site inspections, hazard identification and mitigation, and performing duties in an operational role within the incident command structure and/or within the Emergency Operations Center (EOC) using the Standardized Emergency Management System (SEMS), and Incident Command System (ICS), etc.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for planning, advising, organizing, and coordinating environmental health and safety, emergency management, fire and life safety, and business continuity programs, projects, services, and/or activities within an assigned District location. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Collaborates to develop and implement EHS and EM programs at the college; supports and collaborates with administration to ensure compliance with local, state, and federal government regulations and RCCD standards and expectations.
2. Advises and recommends EHS and EM related policies and procedures to be followed by employees and enforced by management; assists in the development and/or update of guidelines, standard operating procedures (SOPs), policies, and practices.
3. Partners with key stakeholders to complete root cause analysis and corrective and preventative action development to prevent future accidents or incidents.
4. Promotes awareness and emergency preparedness by organizing and performing required EHS and EM training within an assigned District location and ensures compliance with the training requirements.
5. Coordinates regular and routine inspections of buildings and facilities on a periodic basis; prepares reports on EHS related deficiencies and recommends and oversees corrective action.
6. Prepares and generates reports to regulatory agencies such as Cal/OSHA, Cal/EPA, Department of Toxic Substances Control (DTSC), local fire departments, and other oversight agencies; researches regulations and policies and recommends changes to ensure compliance.
7. Properly controls the release of proprietary information, including records and files used to enforce policies, codes, regulatory standards, and procedures that result in the actions needed for compliance with site inspections; prepares reports, correspondence, and a variety of written materials.
8. Coordinates various activities in the ongoing administration of the program, including, but not limited to, drills, preparedness exercises, and training for staff to ensure they are sufficiently prepared for emergency response operations; serves in a liaison capacity with other agencies during emergency operations; provides guidance during an emergency or disaster event.

9. Provides advice and recommendations on compliance with local, state, and federal regulations related to the areas of responsibility, including methods to control hazardous conditions; may schedule disposal of hazardous waste.
10. Supports administration in the maintenance of the EOC and monitors the Center's inventory; within established authority, purchases equipment and supplies needed for program operations.
11. Serves as a resource and may participate in safety committees/workgroups; advises on and accounts for program activities; implements modifications as directed.
12. Collaborates with external and/or local Community Emergency Response Team (CERT) and coordinates the Building and Floor Captain program at assigned location.
13. Makes presentations to community groups and organizations regarding programs, services, and activities; attends various meetings, committees, and conferences related to program goals and objectives.
14. Supports administration during emergency events and EOC operations; assists in preparing the District/college response for disaster workers.
15. Participates in District-provided in-service training programs.
16. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services provided within comprehensive EHS and emergency preparedness programs.
2. Principles and practices of EHS and emergency preparedness and response.
3. Best practices and protocols for a diverse range of situations within EHS and emergency programs.
4. Principles regarding occupational safety and health and/or emergency preparedness/management.
5. Methods and techniques of designing and conducting training and drills and of preparing and disseminating training materials.
6. Principles and practices of program evaluation.
7. EHS inspection and accident investigation principles and practices
8. Guidelines for the identification of and determining task assignments for disaster workers.
9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
10. Principles and practices of record keeping.
11. Principles and practices of business correspondence and technical report writing.

Ability to:

1. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for EHS and emergency preparedness programs.
2. Prepare draft program policies and procedures for management approval.
3. Prepare clear and concise reports.
4. Coordinate services with internal departments, external organizations, and other government or oversight agencies.
5. Conduct a variety of training for EHS and emergency response programs.
6. Work with a diverse range of internal and external stakeholders during critical incidents.
7. Conduct physical inspections of facilities and properties to identify unsafe and hazardous conditions and recommend appropriate corrective action.
8. Maintain accurate records and files.
9. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

10. Effectively represent the department and the District in meetings with governmental agencies, community groups, businesses, , and regulatory organizations.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Exercise independent judgment within general policy, procedural, and legal guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree in safety, risk management, emergency administration, fire or police science, or a related safety field and four (4) years of progressively responsible technical experience supporting emergency management, environmental health, safety, risk management, or a related program; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and in the field, strength and stamina to perform light to medium physical work, and to sit, stand, and walk on level, uneven, or slippery surfaces; use standard office equipment, including a computer; vision to read printed materials and a computer screen, inspect site conditions, and identify possible hazards; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and infrequent exposure to hazardous physical substances. Employees working in the field and/or facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes in some site locations. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.