

**Manager, Environmental Health & Safety  
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=244339>

Downloaded On: Sep. 13, 2024 6:25pm

Posted Sep. 5, 2024, set to expire Sep. 24, 2024

**Job Title** Manager, Environmental Health & Safety  
**Department** VP Administrative Services  
**Institution** Cabrillo College  
Aptos, California

**Date Posted** Sep. 5, 2024

**Application Deadline** 09/24/2024

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Sciences - Other  
Health Sciences  
Administration - Other

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**Job Description**

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**Manager, Environmental Health & Safety**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:**

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2024-01877

**Closing:** 9/24/2024 11:59 PM Pacific

**Location:** Aptos, CA

**Department:** Vp Administrative Services

### Employment Opportunity

Cabrillo College is seeking a **Manager of Environmental Health & Safety** who under general supervision, implements and administers a variety of District-wide programs focused on environmental health, workplace safety, biosafety, chemical safety and workplace violence prevention; coordinates initiatives, policies and procedures related to occupational health/safety, industrial safety, chemical hygiene and hazardous materials; ensures timely safety inspections, reporting and compliance with all federal, state and local laws, regulations and applicable policies and procedures; provides expertise, professional assistance, and guidance to District management on all areas of environmental health/safety, including biosafety chemical safety, general workplace safety, injury illness & prevention, and workplace violence prevention & safety; and performs related duties as assigned.

### COMPENSATION AND BENEFITS:

#### Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step schedule ranges from \$94,309 to \$132,702 per year. Salary placement is determined by documented education and experience. A doctoral stipend of \$4,775 per year is provided to eligible employees. Position scheduled to begin as soon as possible, pending Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

#### Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

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### **Work-Life Balance:**

This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a 223-day work schedule, which equates to an average of 19 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

### **Cabrillo's Commitment to Diversity:**

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

### **Examples of Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 this class.

- Serves as the Chair of the District Safety Committee.
- Manages, plans, organizes and monitors employee health and safety programs, including but not limited to industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement; serves as the District's Biosafety and Chemical Hygiene Officer.
- Oversees and coordinates District-wide facilities inspection programs with consultants to ensure hazards are identified and corrected; serves as liaison with government regulators conducting safety inspections of District campuses and facilities; maintains legal and regulatory compliance

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documents.

- Manages, develops, recommends and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee and student accidents and injuries; monitors safety program compliance through review of accident reports and investigations and ensures follow-up corrective action, when applicable; oversees the investigation of complaints regarding safety issues; creates a variety of safety-related reports including mandatory state and federal OSHA reports.
- Ensures the quality and delivery of recurring safety training and the availability of safety and emergency response supplies and equipment; may provide safety training and demonstrate proper health and safety procedures.
- Recommends updates to the Chemical Hygiene Plan (CHP) and implements practices and procedures outlined in CHP to achieve compliance with chemical hygiene, federal, state and local laws and regulations; serves as the District Chemical Hygiene Officer and chairs the District Chemical Hygiene Council.
- Recommends the use of consultants in specialized areas, evaluates consultant proposals and oversees consultant contracts.
- Oversees and administers a hazardous and biohazardous materials communication program including inventory, storage, disposal and waste minimization procedures; reviews chemicals used by the District in operations and the faculty during instruction; disseminates guidelines regarding hazardous materials use, storage and disposal for students, faculty and staff; serves as a first responder on hazardous waste incidents; provides technical guidance in the cleanup and removal of hazardous materials/wastes; documents hazardous materials incidents, monitors investigations and prepares incident reports.
- Manages, prepares, recommends and implements budgets for safety-related equipment; advises on the development of specifications for the purchase of safety materials and safety equipment; periodically checks the operation and use of equipment to ensure performance and conformance with District standards.
- Monitors health and safety legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.
- Develops, oversees, and implements other District safety plans and related training for employees/students/visitors, including but not limited to the Injury & Illness Prevention Plan and the Workplace Violence Prevention Plan.
- Supports the District Safety Office in the development, implementation, and maintenance of the District's emergency preparedness and response plans. Conducts regular emergency drills and training sessions for staff and students. Facilitates regular safety meetings with different departments to address specific safety concerns and needs.

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- Perform regular audits to ensure compliance with all relevant safety and environmental regulations. Coordinates with external auditors and regulatory bodies during inspections and audits.

### **OTHER DUTIES**

- Plans, manages and oversees assigned staff on a per-project basis.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

### **Minimum Qualifications**

#### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from an accredited college or university with a bachelor's degree, with major coursework in occupational health and safety, biosafety, environmental engineering or a related field; **AND**
- At least five (5) years of progressively responsible experience in developing and administering employee health and safety programs; **OR**
- An equivalent combination of training and experience.

**The following certifications are desired and may be required to obtain as a condition of continuing employment:**

- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER).
- Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) or similar certification.
- Certified Safety Professional or similar professional certification.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Principles, policies, practices and methods for developing and administering an environmental health and safety program, a hazardous/biohazardous materials program, a chemical hygiene plan, and Injury Illness & Prevention Plan along with the Workplace Violence Prevention Plan.
- Principles and practices for developing and administering health and safety training programs, curriculum and materials.
- Federal, state and local laws, policies and directives applicable to areas of responsibility including Occupational Safety & Health Administration (OSHA & CalOSHA) laws/regulations, and applicable California Education Code laws/regulations.
- Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous/biohazardous waste.
- Methods and practices for conducting accident and workplace safety audits and investigations.
- District safety rules, policies and procedures.
- District operations and College curriculum that could pose potential health and safety situations and mitigation/avoidance opportunities.
- Standard safety equipment used in a community college for instruction and for maintenance and facilities occupations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs, databases and systems.

#### **Skills and Abilities to:**

- Plan, develop, implement, monitor and inspect an environmental health and safety program.
- Exercise leadership and influence to build faculty, administrator, staff and student commitment to an effective health and safety culture.
- Analyze emergency situations as they occur and respond appropriately to ensure the protection of employees, students and the public.
- Understand, interpret, explain and apply all laws, codes, regulations and policies applicable to environmental health and safety in the District.
- Conduct accident and workplace safety investigations.

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- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain auditable inspection and workplace safety files and records and prepare compliance reports.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Represent the District effectively in negotiations and dealings with consultants and regulatory agencies.
- Operate a computer and utilize standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license.

### **Additional Information**

### **APPLICATION PROCESS**

#### **Required for submission:**

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and any costs are at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### **Official Transcripts**

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

### **Attention Applicants**

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee*

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. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### **Selection Procedure**

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4635227/manager-environmental-health-safety>





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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Vp Administrative Services  
Cabrillo College

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