



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 08/10/2018

DATE:	2/20/2019	POSITION #:	NEW
JOB TITLE:	Occupational and Environmental Health and Safety Manager		
DIVISION:	Finance, Administration & Advancement		
DEPARTMENT:	Risk Management		
PAY TABLE/LEVEL/GRADE:	ADM III	REPORTS TO:	FA9802

STATUS: Please click the appropriate boxes that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input type="checkbox"/> Bargaining Unit: _____ | <input type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

The Occupational and Environmental Health and Safety Manager is responsible for enforcing, maintaining, and ensuring compliance with local, state and federal regulations as it relates to occupational safety under the United States Occupational Safety and Health Administration (OSHA), Michigan’s Occupational Safety and Health Administration (MIOSHA), building and fire codes under the National Fire Protection Agency (NFPA) and Michigan’s Bureau of Fire Services (BSF), environmental regulations under Michigan’s Department of Environmental Quality (DEQ) and Michigan’s Department of Natural Resources (DNR), and health regulations as applicable to all college students and employees under Michigan’s Department of Licensing and Regulatory Affairs (LARA).

DIRECT REPORTS: (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
--------------------------	--

ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	No.	Essential Duties and Responsibilities
45	1	The Occupational / Environmental Safety Manager is responsible for enforcing, maintaining, and ensuring compliance with local, state and federal regulations as it relates to occupational safety under the United States Occupational Safety and Health Administration (OSHA), Michigan’s Occupational Safety and Health Administration (MIOSHA), building and fire codes under the National Fire Protection Agency (NFPA) and Michigan’s Bureau of Fire Services (BSF), environmental regulations under Michigan’s Department of Environmental Quality (DEQ) and Michigan’s Department of Natural Resources (DNR), and health regulations as applicable to all college students and employees under Michigan’s Department of Licensing and Regulatory Affairs (LARA).

<u>20</u>	2	This position also evaluates potential hazards and takes mitigation actions; develops and executes safety plans designed to eliminate health and safety risks; prepare and enforce guidelines and practices to establish and maintain a college wide culture of health and safety; ensure appropriate and required safety training is complete and properly documented; functions as the college spill control officer; facilitates disposal of college hazardous waste while maintaining related records and compliance with local, state and federal regulations (DEQ/MDNR); assists with the college risk management program as needed.
<u>10</u>	3	Conduct and document periodic inspections of all College facilities, especially classrooms, laboratories, chemical storage areas, for compliance with federal, state and local occupational safety and environmental health regulations, including but not limited to OSHA/MIOSHA, DEQ, EPA, NRPA, BFS building and fire codes; conduct/create job hazard analysis (JHA) and ensure all employees are provided and trained in the use of PPE appropriate to their job(s), dispose of hazardous materials and waste, such as biohazards sharps, waste chemicals. Function as the college's "Spill Control Officer" as per the college Health & Safety plan.
<u>10</u>	4	Respond to and investigate illnesses, injuries, and other accidents at all College facilities; conduct and document required employee training in Blood borne Pathogens, Right-to-Know, First Aid/CPR/AED, powered industrial truck, respirator FIT program, fall protection, and other occupational/environmental health & safety related topics such as accident prevention. Development and deployment of relevant training materials utilizing current methods.
<u>3</u>	5	Chair safety committees College-wide, aiding in the development and maintenance of written safety plans including the college Health and Safety Plan.
<u>2</u>	6	Serve as a "Safety Officer" on the College's Incident Command Team.
<u>10</u>	7	Other duties as assigned.

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

- Working knowledge of current federal, state and local codes, laws and regulations relating to environmental and occupational health to include but not limited to: United States Occupational Safety and Health Administration (OSHA), Michigan's Occupational Safety and Health Administration (MIOSHA), building and fire codes under the National Fire Protection Agency (NFPA) and Michigan's Bureau of Fire Services (BSF), environmental regulations under Michigan's Department of Environmental Quality (DEQ) and Michigan's Department of Natural Resources (DNR), and health regulations as applicable to all college students and employees under Michigan's Department of Licensing and Regulatory Affairs (LARA).
- Excellent problem solving and leadership skills.
- Able to identify and resolve systems problems.
- Able to facilitate committee meetings to bring consensus and direction to the development of campus wide safety programs and plans.
- Ability to foster trust, rapport and develop collegial relationships with persons from all levels of the College community.
- Working knowledge and experience in the following, but not limited to:
 - 1) Eye wash and emergency shower stations
 - 2) Hazardous material clean-up, handling and disposal
 - 3) Injury and accident investigations
 - 4) Chemical Right-to-Know and Material Safety Data Sheets
 - 5) Asbestos detection and abatement processes
 - 6) Mold detection and abatement process
 - 7) Air quality monitoring water quality monitoring process
 - 8) Audio level monitoring
 - 9) Fall protection program development, training, and enforcement
 - 10) Powered Industrial Truck training and program maintenance
 - 11) Respirator training and program maintenance
 - 12) Hydrogen safety

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

Required



- Bachelor’s Degree required, preferably in occupational or environmental health, safety related discipline and 3 years work experience occupational or environmental health, and safety related capacity.
- Working knowledge of Federal, State, and Local occupational and environmental health and safety regulations.

Preferred

- Certified Industrial Hygienist and/or Certified Safety Professional

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Supervisor’s Name	JR Beauboeuf	Supervisor’s Signature*		Date	<u>11/5/18</u>
Dean/ELT’s Name		Dean/ELT’s Signature		Date	
<i>Note: Signature means approval, otherwise return for signatures.</i>					
Human Resources Rep.	<u>Sydney Glasscoe</u>	HR Rep Signature		Date	<u>11/5/18</u>
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: Enter Position #.

Date: 9/13/2018

Supervisor's Position #: FA9869

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list: Smart software, weather radar system, Siemens insight/apogee software

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list: College vehicle fleet, AED's, Life Safety Systems and related equipment

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- | |
|--|
| <input checked="" type="checkbox"/> Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly) |
| <input checked="" type="checkbox"/> Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people) |

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|--|--|--|--|---|
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input checked="" type="checkbox"/> Extreme cold (inside, outside) | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input checked="" type="checkbox"/> Extreme heat (inside, outside) | <input checked="" type="checkbox"/> Extreme noises |
| <input checked="" type="checkbox"/> Confined/restricted spaces | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |