SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Hazardous Materials Compliance Program Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To organize, coordinate, and supervise the hazardous materials and confined space programs; to provide training to campus employees in hazardous materials and related topics; to assist in the coordination of the Shasta College Fire Technology Program. Employees in this classification receive limited supervision within a broad framework of policies and procedures, and hire, train, assign, schedule, supervise, and formally evaluate the work of others. This is an educational supervisory position, which may include a teaching assignment, and is overtime exempt.

SUPERVISOR: Vice President of Administrative Services or designee

TYPICAL DUTIES:

- Organizes, coordinates, and supervises the functions of the Shasta College Hazardous Materials and Confined Space Programs.
- Assists in the development and implementation of a variety of policies, procedures, and program guidelines to ensure compliance with and enforcement of local, State, and Federal hazardous materials and hazardous waste guidelines.
- Acts as a liaison for Shasta College with local, county, and state agencies.
- Conducts fire prevention inspections and on-site inspections of facilities handling hazardous materials or waste.
- Responds to emergency incidents.
- Plans, coordinates, and provides emergency response and hazardous materials training to faculty, staff, and/or other personnel.
- Communicates with administrators, personnel, and other required outside public safety organizations to coordinate activities, services, programs, and the exchange of information.
- Assists with and supports the functions of the Shasta College Fire Technology Program.
- Assists with selection, supervision, and coordination of Shasta College Fire Academy instructors and support staff.
- Prepares or directs the preparation and/or maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Assists in the development of the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations.
- Oversees the maintenance of accurate records, reports, and memos as related to assignment.
Attends a variety of local and statewide meetings as needed.
Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- hazardous materials regulations: Federal, State, and County
- fire codes and regulations: Federal, State, and County
- emergency response techniques
- safe work practices, industry standards, controlling hazards, preventing injuries and illnesses
- principles and practices of supervision and training
- appropriate defense measures to protect self or others in adverse situations
- first aid and CPR techniques
- effective oral and written communication techniques
- budget preparation and control procedures
- diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds or community college students

Ability to:

- interpret and apply district policies and procedures, national safety standards, laws and regulations related to fire department and hazardous materials operations
- communicate effectively, both orally and in writing
- establish and maintain cooperative and effective working relationships with others using tact and diplomacy
- assess emergency circumstances and develop, implement, and direct appropriate response strategies within legal and procedural guidelines
- utilize computer technology
- accurately estimate resources required to accomplish goals and work within project schedules
- work independently in the absence of specific instructions
- manage and inventory department equipment and supplies
- exercise discretion and tact in handling and processing of sensitive administrative activities and operations
- hire, train, schedule, coordinate, and formally evaluate the work of others
- continuously monitor changes in regulations, policies and technology related to overall department
- deal effectively with diverse campus groups and individuals under routine and stressful conditions
- maintain accurate records; write concise and comprehensive reports
Physical Standards:

- Meet standards of physical stature, endurance and agility.

Possession of:

- a valid and appropriate California Driver’s license, Class “B” with a driving record acceptable to the District’s insurance carrier
- a valid CPR card and Emergency Responder (First Aid)

Certification:

- State of California Firefighter One or equivalent training.

Education and Experience:

- Any Bachelor’s degree and two years of occupational experience in fire technology/EMS; OR any Associate degree and six years of occupational experience; OR the equivalent according to statewide minimum qualifications.
- Successful supervisory experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.