**Position Title:** Manager, Environmental Health and Safety  

**Job Bulletin Number:** 103218  

**Classification:** Administrator II  

**Department:** Human Resources  

**Full/Part-time:** Full-time  

**Employment Type:** MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP.  

**Bargaining Unit:** M80  

**Pay Plan:** 12 month  

**Salary Range:** Commensurate with education and experience.  

**Benefits:** Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our [benefits website](#) for additional information.  

**Pre-Employment Conditions:** Background  

**Closing Date:** Open until filled. A review of applications will begin Tuesday, May 19, 2020 and the review period may end at any time thereafter.  

**POSITION SUMMARY:**  

The Manager of Environmental Health and Safety plans, implements, directs and evaluates Cal Maritime environmental, occupational health and safety, and emergency preparedness. Reporting to the Sr. AVP of HRSRM Diversity and Inclusion, this position is responsible for developing, managing and improving programs in safety and accident prevention, industrial hygiene, hazardous waste, environmental sanitation, fire prevention, biological and chemical safety, emergency preparedness and other safety-related programs. This position provides consultative assistance and technical guidance to senior management and administrators on department strategies and objectives and briefs administrators on critical and sensitive issues. This position develops training programs to increase safety awareness.
among the campus community. This position is responsible for safety regulatory compliance and maintains records for all EHS safety compliance programs.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

**ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:**
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

**MAJOR RESPONSIBILITIES:**

**ENVIRONMENTAL HEALTH & SAFETY**

- Management and execution of Environmental Health and Safety (EHS) regulatory responsibilities for the University in compliance with California State University policy, Cal Maritime policy, and applicable laws, regulations, and legal precedence as mandated by Federal, State, and other governing agencies.
- Interprets and disseminates regulatory information and provides support such as hazardous waste shipping and inventory control.
- Provides and/or coordinates training including but not limited to: New Employee Orientation, hazard communication, faculty orientation, injury and illness prevention, CPR & First Aid, driver safety, hazardous materials, hazardous waste, respiratory protection, hearing protection, bio-safety, radiation safety, laser safety, chemical safety, etc.
- Works collaboratively with the Chief of Police and the Emergency Operations Coordinator to assist with the planning and implementation of the University’s Disaster/Emergency Preparedness Plan, training and drills.
- Provides EHS customer service to the campus community, assisting with concerns, complaints and providing regulatory compliance and guidance.
- Documents all EHS activities for audit purposes; interprets fire/life safety regulations and develops formal protocol for compliance; develops campus policy and enforcement measures
- Conducts ergonomic evaluations and training, compiles information, recommends corrective measures, reports summaries and findings, proposes ergonomic equipment selection and long-term plans and programs for the University.
- Responds to Public Safety reports, injuries, accidents, and/or near misses, completes investigative reports, initiates corrective actions, and ensures all activities are completed. Chairs the Safety Committee and serves on other committees as assigned or appropriate.
- Responds to environmental emergencies. Supervises clean-up of small chemical releases and coordinates with outside agencies in the event of a major spill or release of materials which have the potential to threaten human health or the environment.

**TRAINING SHIP SAFETY MANAGEMENT**

Implements the International Safety Management (ISM) Code for the safe management and operation of ships and pollution prevention.

Responsible for specialized safety management support for the Training Ship:

- Establishes and maintains safety, health, and environmental procedures that ensure that the ship is maintained in conformity with the provisions of all relevant rules and regulations. Ensures all applicable OSHA and USCG regulations are complied with as well as federal, state and other governing agencies.
- Ensures inspections are held at appropriate intervals.
- Confirms that any non-conformity is reported, investigated and corrective action taken.
- Maintains records as required.
- Ensures adequate training of ship crew.
• Ensures that sustainability practices are followed that provide minimum impact on the environment.

**EMERGENCY MANAGEMENT**

• Assists in the development and management of the University’s continually evolving Emergency Preparedness plan, including reviewing, updating, and distributing.
• Coordinates training of campus community on the SEMS and NIMS compliant campus plan and maintains training records.
• Manages Building Monitors and CMERT Groups and supports the Cal Maritime Management Team and the CSU Emergency Coordinators working group.
• Interacts and coordinates emergency management activities with appropriate city, county, operational area, state, federal government and private agencies.
• Ensures compliance with Chancellor’s Office Emergency Preparedness Executive Order and maintains EOC equipment consistent with SEMS, NIMS, and ICS guidelines.
• Conducts testing of simulated emergency incidents, emergency communications, mutual aid and assistance agreements, including facilitating table tops, drills, functional and full-scale exercises.
• Develops and maintains a roster of campus resources and contracts for materials and services that may be needed in an emergency and a roster of emergency management team personnel.

**REQUIRED QUALIFICATIONS:**
• Bachelor’s Degree in Environmental Health and Safety, Risk Management or related field such as Industrial Hygiene, or equivalent knowledge, certifications and experience
• Five years of progressive work experience in safety management including experience in emergency management.
• Hazardous Materials Management Certification and/or specialized Haz Mat coursework or an equivalent combination of experience and education
• Detailed knowledge of environmental engineering principles, occupational health and safety sciences, and/or chemical process safety (e.g. chemistry, radiation, physics, toxicology, industrial hygiene, environmental permitting, environmental remediation, etc.)
• Knowledge of and demonstrated effective experience working within applicable federal, state and local safety laws and regulations, including awareness of current issues that may impact the functional responsibilities of the occupation. Experience developing effective working relationships with governmental/regulatory agencies
• ability to partner with University administrators to implement effective hazard mitigation programs
• Demonstrated ability to develop, implement and manage effective safety and compliance programs, policies and procedures.
• Demonstrated independent judgment, collaborative leadership, and strong problem-solving abilities.
• Demonstrated ability to work successfully with a broad variety of individuals and groups across organizational lines.

**PREFERRED QUALIFICATIONS:**
• Safety work experience in higher education or other governmental settings.
• Certified Industrial Hygienist
• Certified Safety Professional
• Maritime Port Safety experience

**SPECIAL CONDITIONS:**

**PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:** Up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.

Must be physically able to:
• Climb up and down vertical ladders and stairways
• Maintain balance on a moving deck
• Step over high door sills 24 inches high
• Open and close watertight doors that may weigh up to 55 pounds

On the job, the employee:
• Is exposed to excessive noise
• Is around moving machinery
• Is exposed to marked changes in temperature and/or humidity
• Is exposed to dust, fumes, gases, radiation, microwave (circle)
• Drives motorized equipment

HOURS OF WORK/TRAVEL: Some travel and travel outside of normal business hours may be required.

BACKGROUND CHECK: A background check (including a criminal records check) must be satisfactorily completed before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

MANDATED REPORTER: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.