State College of Florida, Manatee-Sarasota
Job Description

Job Title: Manager, Environmental Safety

Reports to: Manager of Facilities Operations
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
Administers the college’s environmental safety and hazardous substance abatement programs and monitors compliance with collegewide procedures for the purchase, storage and use of chemicals, and the disposal of hazardous materials and waste. Plans, coordinates and manages all aspects of the college’s Custodial Services Program, including quality control, preparation of operating budget, enforcement of established codes and standards, and execution of department projects as directed. Ensures college’s compliance with and provides all required OSHA, EPA, State and/or local safety environmental training programs.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Develops and implements employee safety and health policies related to environmental issues or concerns with respect to environmental safety and health and establishes procedures, policies and methods for collegewide compliance with federal, state and local environmental regulations.

2. Trains employees in accordance with federal, state and local environmental regulations and Florida Occupational Safety and Health regulations and establishes procedures and methods of compliance for collegewide management of hazardous materials which includes the purchase, storage, and use chemicals and the disposal of hazardous materials and biohazardous wastes.

3. Provides direction and support for plant safety processes, providing guidance and leadership and encouraging plant involvement to ensure compliance with Federal, State and local laws and SCF standards.
4. Supports and audits facility standards and policies & procedures.

5. Establishes committees as needed to address safety and ergonomic issues.

6. Audits locations at certain frequency to ensure compliance with SCF and regulatory agencies.

7. Analyzes environmental conditions and recommends changes to eliminate facility functions to reduce harmful effects on the environment.

8. Assists in leading environmental efforts of ISO certification, including writing policies, participating and/or leading environmental committees and other related tasks.

9. Assists in the preparation of the capital budgets and works independently in preparing recommendations for the annual custodial operating budget.

10. Works closely with the Manager of Facilities Operations to prepare and distribute projects, custodial services, and contractual maintenance.

11. Manages permitting activities relating to Federal, State and local regulatory agencies.

12. Coordinates activities and special projects with academic and administrative departments to ensure effective service levels. Employs new methods and products and equipment in custodial and related fields including the use of new products and equipment.

13. Maintains and updates status reports and schedules in data bases.

14. Organizes and conducts field inspections and acts as the principal trainer on existing or new techniques, procedures and standards.

15. Performs duties as required.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree in environmental science, safety and health or with emphasis in physical and biological science. LEED (BD&C) Certification preferred. Three (3) to five (5) years experience in one or more of the following fields: Environmental Protection, Industrial Hygiene or Occupational Safety and Health.

- **Supervisory Experience:**
  One (1) or more years experience as a lead employee is required.
• **Language Ability**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one situation to other employees of the organization.

• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

• **Computer Skills:**
  MS Office Suite experience and Internet software.

• **Certificates and Licenses:**

• **Responsibility for People and Property:**
  This position is responsible for equipment and college facilities and may supervise one or more employees.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has contact with all levels of SCF administration, staff and faculty.

• **External Contacts:**
  This position has regular contact with Federal, State and Local agencies on a daily basis.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme heat (non-weather) and vibration. The noise level in the work environment is moderate.
Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and reach with hands and arms. The employee is frequently required to stand, walk, climb or balance and talk or hear. The employee is occasionally required to sit, stoop, kneel, crouch or crawl and taste or smell. The employee must regularly be able to lift between 10 to 50 pounds. Specific vision include close vision, distance vision, requirements include peripheral vision, depth perception, color vision and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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