

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Environmental Health and Safety Manager

POSITION OVERVIEW

The Environmental Health and Safety Manager will provide oversight and support for the Academy's environmental, health and safety programs and initiatives. This full-time, salaried position will report to the Director of Facilities and be responsible for identifying and evaluating occupational hazards, developing written EH&S programs, delivering training, conducting exposure monitoring and auditing compliance throughout campus. He / She will have a solid technical background, strong communication and interpersonal skills and a demonstrated understanding of regulatory oversight. The EH&S Manager will work closely with campus personnel acting in an advisory role providing sound technical advice to ensure a safe and compliant work environment. This position will be expected to respond to campus emergencies, incidents and other health and safety concerns.

DUTIES

- Develop, implement and maintain environmental health and safety programs for the campus.
- Evaluate safety, health, and environmental risks/hazards and work with campus personnel to identify and implement prompt corrective actions.
- Develop and provide EH&S training to Maine Maritime Academy personnel.
- Manage OSHA recordkeeping requirements, including recordable injuries and illnesses.
- Conduct and document accident / incident investigations.
- Conduct and document routine, regulatory audits of departments to support compliance.
- Ensure required records are maintained according to campus policies and regulatory requirements.
- Provide emergency response support for the campus during working hours and from time to time off work hours.
- Work with the campus personnel and safety committee to promote safe work practices.
- Manage hazardous and universal waste operations.
- Obtain, analyze and prepare data and information for required regulatory and departmental reports.
- Act as a "EH&S" motivator and change agent for campus personnel, ensuring environmental regulatory compliance and employee safety remains an active part of the work and the culture at Maine Maritime Academy.
- Provide support and leadership on new departmental initiatives.
- Performs other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to read, analyze, and interpret the most complex documents, to include statutes and state and federal regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to create presentations to be given to a varied audience, management, staff and faculty alike.
- Must be detail oriented and effectively communicate with students, employees, residents of Castine and State/Local agencies.

QUALIFICATIONS

- Bachelor of Science degree in Environmental Health and Safety, Industrial Hygiene or related field and a minimum of 5 years' experience or an Associate's Degree in the same field and 15 years' experience.
- Knowledge of and ability to identify and evaluate occupational hazards.
- Working knowledge of Microsoft Word, Excel and specialized computer equipment either online or purchased by the department.
- Knowledge of or familiarity with NFPA codes and standards. Position requires respirator fit testing clearance.
- Criminal background clearance. CPR/First Aid/AED certification.
- Position also requires training for cleanup of chemical or biological (blood/OPIM) spills.
- Valid driver's license.

PHYSICAL DEMANDS/ENVIRONMENT

- This position requires physical exertion standing, walking, running and climbing up and down up to four flights of stairs.
- Position occasionally lifts up to 50 pounds.
- This position requires frequent hearing, listening skills.
- Visually assesses situations involving campus life safety and security and reports findings to Director.
- Noise level is moderate to loud noise when walking in and out of mechanical rooms and exposure to fire alarm systems.
- Potential exposure to hazardous waste, expected only when using protective gear.

Job
Title: Environmental Health & Safety Manager Job Code: 2199

Wage Grade: 21 Total Points: 486

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	2	20
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	3	24
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	5	40

Date of last reclassification 09/2017