

Coordinator, Environmental Health & Safety  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245986>

Downloaded On: Oct. 2, 2024 8:19am

Posted Sep. 30, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Coordinator, Environmental Health & Safety
<b>Department</b>	Environmental Health and Safety
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Sep. 30, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Public Safety Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5677652">https://apptrkr.com/5677652</a>

**Apply By Email**

**Job Description**

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**Coordinator, Environmental Health & Safety**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Coordinator, Environmental Health & Safety

### **Job Description Summary:**

To coordinate the development, implementation, and maintenance of an environmental, health and safety management system to ensure a safe and healthy workplace for employees and healthy learning environment for students and visitors.

### **Job Description:**

#### **Description of Duties and Tasks**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Manages and coordinates assigned environmental, health and safety programs for Austin Community College (ACC).
- Coordinates hazardous waste management from all campuses and departments while ensuring

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- compliance with all local, state, and federal regulations.
- Conducts site assessments, reviews, and self-inspections; analyzes and interprets results, recommends appropriate corrective actions, communicates results, and follows up on issues or concerns until resolution.
  - Implements and maintains ACC policies and procedures ensuring adherence to local, state, and federal environmental, health, and safety regulations. Keeps abreast of changes to legislation and regulations that impact the organization. Serves as a contact with federal, state, and local regulatory agencies.
  - Conducts thorough incident reviews, determines root causes and recommends appropriate corrective and preventative actions. Tracks corrective and preventative actions to closure. Uses data analysis and trending to determine strategic environmental, health and safety program improvements and planning for continuous improvements.
  - Develops, implements, and coordinates safety, health, and environmental training collegewide.
  - Manages and coordinates the ACC asbestos and lead abatement programs.
  - Responds and provides technical support and/or work with outside agencies/contractors on emergency situations such as HAZMAT spills, evacuations drills, crisis management, etc.
  - Assists with the design and development of facilities, improvement of work areas, and improvement regarding work procedures to ensure the implementation of environmental, health, and safety requirements to create and maintain a healthy and safe environment.
  - Participates on committees and working groups when requested. Provides technical knowledge on health and safety-related issues, plans, and projects for implementation.
  - Acts as a subject matter expert for projects or working with vendor bids, evaluates options, prepares budget estimates, and obtains concurrence on initial scope of work.
  - Responds as requested and required to institutional emergencies as needed, on an on-call rotational basis.

### **Knowledge**

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Safety, health, and environmental engineering principles and practices.
- Federal, state, and local regulations and national standards relating to applicable areas of Environmental Health Safety system, risk minimization, and insurance provisions.
- Basic knowledge of management system.
- Basic knowledge of lab/shop safety.

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- Working knowledge of industrial hygiene program requirements and practices.

### **Skills**

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Application of regulatory requirements to ensure regulatory compliance.
- Applying technical expertise, experience, and judgment to plan and accomplish goals.
- Using creativity and independent thought to resolve issues.
- Ability to interact and communicate effectively with superiors, peers and other employees.
- Ability to effectively set priorities; strong organization and problem-solving skills.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

### **Technology Skills**

- Use a variety of spreadsheet, word processing, database, and presentation software.

### **Required Work Experience**

- Two years related work experience.

### **Required Education**

- Bachelor's degree.

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### **Preferred Education**

- Masters degree in an environmental, health and safety or related field.

### **Other Preferred Qualifications**

- Certification as Industrial Hygienist and/or Safety Professional.

### **Physical Requirements**

- Work is normally performed in a standard office or similar environment.
- Work may occasionally be performed at other sites either indoors or outdoors.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Subject to climbing ladders and performing roof inspections.
- Able to carry 40 pounds, walk extensively, and be able to be medically approved to wear chemical protective clothing including respirators.

### **Safety**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

### **Salary Range**

\$62,536 - \$78,170

**Reports to: Executive Director, Regulatory Affairs**



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### Number of Openings:

1

### Job Posting Close Date:

October 10, 2024

### Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Coordinator--Environmental-Health---Safety\\_R-6691](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Coordinator--Environmental-Health---Safety_R-6691)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Environmental Health and Safety



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