

JANUARY 2017
FLSA: NON-EXEMPT
SALARY: GRADE O
CBA DESIGNATION: CLASSIFIED

RIVERSIDE COMMUNITY COLLEGE DISTRICT

COLLEGE SAFETY & EMERGENCY PLANNING COORDINATOR

BASIC FUNCTION: Under the direct supervision of the assigned manager, this position performs duties in support of the College's safety, security, loss control, and disaster preparedness programs to include support in the areas of safety and emergency program understanding, training, accident investigations, site inspections, and disaster preparation. The College Safety & Emergency Planning Coordinator will provide support and guidance to College Administration in the day-to-day implementation of the College safety and emergency planning program. During response and/or recovery phases of an emergency, this position may also assume an organizational support role within the incident command structure and/or within the College Operations Center (COC) that will be located on each campus.

SUPERVISORY RESPONSIBILITIES: None.

REPRESENTATIVE DUTIES:

1. Supports College Administration in the development of a safe secure and prepared culture.
2. Collaborates with the District Safety & Emergency Planning Manager and College personnel to identify and implement safety and emergency planning programs at the college level.
3. Maintains required safety program records for the college and site inspection.
4. Coordinates training for safety, security and emergency response for employees.
5. Provides advice and recommendations on compliance with local, state, and federal regulations related to the areas of responsibility, including methods to control hazardous conditions.
6. Supports College Administration in the maintenance of the College Operations Center (COC) and administers the procurement and inventory of emergency supplies.
7. Advises College Administration in the preparation and completion of reports to regulatory agencies such as CalOSHA, Cal-EPA, etc..
8. Serves as a resource to the District/College safety committees.
9. Collaborates with the Community Emergency Response Team (CERT).
10. Coordinates the Building & Floor Captain program with the college.
11. Attends district, college and community meetings related to safety and emergency planning.
12. Supports College Administration during emergency events and College Operations Center operations and prepares the District/College response as disaster workers.
13. Coordinates regular, routine inspections of campus buildings and facilities on an annual basis.
14. Performs other duties, as assigned.

EDUCATION AND EXPERIENCE: Associate's degree or 60 units of coursework or the equivalent is required in a related field. Bachelor's degree with academic coursework in safety, emergency administration, fire or police science, and any other safety related field is preferred. (Degrees must be from an accredited institution). Two (2) years of any experience that could provide the required knowledge and abilities would be qualifying. Examples of this type of experience: emergency management or service (Fire, Law Enforcement, EMS), environmental health & safety, and/or risk management

LICENSES/CERTIFICATIONS: Possesses, or desires to obtain, certification as: Certified Safety Professional (CSP).

KNOWLEDGE OF:

- Federal, State, and local laws, codes and regulations;
- Case law regarding occupational safety and health and/or emergency preparedness/management;
- The elements of an Injury & Illness Prevention program (I&IPP) is desirable;
- A moderate degree of administrative skill to maximize and to coordinate activities within the college.

ABILITY TO:

- Understand and carry out complex oral and written instructions;
- Work and communicate effectively
- Manage multiple priorities and work with short deadlines;
- Work during critical incidents, with or without activation of Disaster Service Worker status;
- Support emergency preparation training;
- Understand applicable laws, standards, and regulations;
- Conduct physical inspections of College facilities and properties;
- Coordinate training sessions for a variety of audiences;
- Identify unsafe and hazardous conditions and recommend appropriate corrective action;
- Exercise initiative and sound independent judgment;
- Interpret and analyze basic and advanced data and information;
- Compose clear and concise correspondence and reports;
- Maintain organized records;
- Operate standard office equipment;
- Maintain confidentiality;
- Travel as appropriate.

CONTACTS: Co-workers, administrators, other departmental faculty and staff, students, short-term employees, student workers, vendors, governmental agencies, partnership institutions and personnel in other districts.

PHYSICAL DEMANDS: Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of a community college environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.