Saint Michael's College

Job Description

Job Title: Associate Director of Facilities for Occupational, Environmental Health and Utility Management

Department: Facilities

Supervisor or Manager: Director of Facilities

Date Created: 7/28/2005 Last Revised: 7/28/2005 FLSA Status: E

Approved by (print name): ________________________ Signature: ________________________

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Guidance and information is supplied to various departments regarding compliance w/ Federal, State, and local regulations including but not limited to EPA, OSHA, VT Agency of Natural Resources
- College facilities are kept safe because of properly implemented and enforced policies and procedures
- Policies/procedures are identified and developed that optimize the College’s financial resources regarding energy consumption
- The College has an appropriate contact person for various federal, state and local agencies regarding occupational and environmental health/utility programs
- Financial resources are managed within assigned budget and recommendations are made for budget increases and decreases
- Specific construction projects are managed, as assigned by Director of Facilities
- The proper use and disposal of hazardous materials are supervised
- Records are maintained and reports are generated to ensure compliance w/ Federal, State and local regulations
- Hazardous materials spills and indoor air quality complaints by SMC staff and students are responded to immediately
- The use of historical blueprints by people outside of Facilities is monitored

Essential Duties and Responsibilities:
- Develops, coordinates and provides annual safety training programs in compliance with federal and state regulations
- Maintains asbestos and lead compliance programs through inspections, sample collection, hiring/monitoring of consultants/contractors and dissemination of information to affected students/employees
- Oversees the general management of bulk storage tanks
- Ensures utility invoices are paid, advises the Director of Facilities regarding energy use/cost trends, files with the appropriate municipal agency and records water meter readings
- Manages ongoing environmental remediation/clean-up projects and acts as technical liaison
- Oversees and documents the proper storage, use and disposal of hazardous materials
- Recommends corrective action or disciplinary action for violations of occupational/environmental health policies
- Investigates, recommends and implements corrective procedures, documents and communicates results of indoor air quality issues for students and staff
- Oversees contractor activities on campus in regard to safety and environmental compliance
- Serves as the Chair of the Risk Management and Safety Committee
- Works as project manager for capital projects as assigned by the Director of Facilities
- Obtains personnel protective equipment for various campus departments
- Purchases, maintains and calibrates various technical monitoring equipment (meters) to ensure safe working conditions
- Provides technical assistance in the operation and maintenance of the work order software (Schooldude)

Secondary Responsibilities:
- Provides assistance to staff regarding use of software
- Interacts with faculty and students to champion environmentally sustainable practices
- Represents the College in a positive manner at peer conferences/seminars

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**Positions Supervised:**
- Work-study student (1)
- Spill Response/Hazardous Material Assistant as needed

**Position’s Major Contacts:**
- Vice Presidents
- Department Directors/managers
- Staff/students
- Regulatory personnel, town officials, outside consultants, outside contractors
- Peer representatives from other colleges/universities

**Demonstrates Excellence in this Position:**
- Analyzes situations quickly, interprets information and makes relevant decisions immediately
- Consistently motivates employees to comply with regulatory requirements
- Deals with unanticipated situations immediately and decisively
- Utilizes a high degree of analytical, communication and interpersonal skills
- Presents information/training in a competent, compelling manner that is understood by a diverse audience

**Education and Work Experience Required:**
- Bachelor’s degree in Environmental Science or similar science/engineering
- Minimum three years in a similar position, preferably in a college/university setting
- Certified Industrial Hygienist with American Board of Industrial Hygienists

**Analytic Skills Required:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills Required:**
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

**Computer/Technology Skills Required:**

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<th>Working Knowledge</th>
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<th>Highly Proficient</th>
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<td>Microsoft Word</td>
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Other:
- “Schooldtude” (work order software)   X. highly proficient
- “Right-To-Know Pro” (chemical labeling software) X. highly proficient
- “Tier 2 Submit” (annual chemical inventory reporting, State of VT) X. highly proficient

**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy
- State of Vermont certified Asbestos Project Manager, Inspector/Management Planner and Supervisor
- State of Vermont certified Lead Inspector and Risk Assessor
- 40 hour HAZWOPER certification
- Hazardous Waste Disposal for VT Generators training
Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Associate Director of Facilities for Occupational, Environmental Health and Utility Management, the employee is regularly required to lift and/or move 26-50 pounds.

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 a disability to perform the essential functions.

Additional Requirements for the Job:
- Use of personal vehicle on a regular basis
- Availability for emergency response 24 hours a day/7 days a week, evening training for night shift employees, occasional overnight travel
- Must be able to tolerate occupational exposure to heights, confined spaces, extreme temperature conditions and various hazardous chemicals including but not limited to asbestos, lead, petroleum distillates, etc.
- May be required to be clean shaven in order to wear personal protective equipment
- Must submit to an annual physical and lab tests
- Ability to speak/present/train to small (-10) and medium sized groups (30+) and occasionally to large groups (50+)

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.