

Company Name: Colgate University

Position Title: Director of Environmental Health & Safety

Location: Hamilton, New York, United States, 13346

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### **Job Description:**

The Director of Environmental Health and Safety is responsible for the University's environmental health and safety programs. The Director is responsible for developing, maintaining and promoting policies, procedures and training necessary to:

- ensure compliance with federal, state and local environmental health and safety codes, regulations and ordinances
- oversee receipt, storage, distribution, inventory management and disposal of chemicals including medical waste and radioactive materials
- oversee ongoing science labs' safety training and protocols for faculty, technicians and students
- oversee ongoing safety training programs for employees who, as part of their regular duties, risk being exposed to hazardous materials or conditions
- maintain a safe and healthy environment for students, faculty, staff and visitors and minimize institutional liability

The Director leads the University's Environmental Health and Safety Office which includes a professional staff member and part-time personnel. The Director interacts regularly with faculty in the Natural Sciences, lab technicians, Facilities managers, the University's Risk Manager and Campus Safety personnel. The Director coordinates with the University's third-party environmental health and safety consultants and service providers. The Director also serves as the University's primary contact with OSHA, the EPA and other federal/state environmental health and safety regulators.

### **Essential Functions:**

1. Collaborate with all University departments and units to develop, implement and promote health and safety monitoring and training. Be proactive in developing and implementing campus wide solutions to environmental health and safety issues. Ensure compliance with federal, state and local environmental health and safety codes, regulations and ordinances.
2. Oversee receipt, storage, distribution, inventory management and disposal of chemicals including medical waste and radioactive materials. Manage the chemical stockroom, which primarily serves the Department of Chemistry and the Division of Natural Sciences and Mathematics. Collaborate effectively with faculty and academic personnel to ensure laboratory safety and compliance with hazardous material safety regulations; this will include development and execution of laboratory safety training sessions for faculty, staff and students.
3. Work collaboratively with the Associate Vice President for Facilities and other leaders within

Facilities to ensure appropriate construction site safety policies and procedures are in place and adhered to.

4. Work with faculty/staff to remediate problems that present a low to moderate health or safety hazard. Additionally, work with the Associate VP for Finance, the VP for Finance & Administration, the Provost and the Director of Campus Safety to quickly address serious health and safety problems. Discontinue the operation of any University activity or function that presents an imminent danger.

5. Periodically, work with the Associate VP for Finance, the VP for Finance & Administration, the Provost and the Director of the Division of Natural Sciences and Mathematics to set strategic directions, determine programmatic objectives and to evaluate progress. Prepare and monitor budgets. Communicate with media and represent the University as necessary at meetings, functions and events.

6. Serve as Chair of, resource to and/or participant on various University committees responsible for environmental health and safety including, but not limited to, the Campus Safety, Chemical Safety, Facilities Safety and Animal Care and Use Committees. Assist committees with problem identification and remediation, policy and procedure development, committee charges and compliance issues.

7. Represent the University in interactions with environmental health and safety regulatory agencies, including, NYS DEC, NYS Dept. of Labor, NYS Dept. of Health, OSHA, EPA, Dept. of Homeland Security and Dept. of Justice. Coordinate external agency reviews and inspections. Ensure appropriate institutional responses to agency concerns, findings, requests and citations are filed on a timely basis.

8. Serve as consultant for laboratory design and the design of hazardous material storage and handling areas.

9. Function in emergency response role as a leader or facilitator, including coordination with the Village of Hamilton and Madison County.

10. Direct, lead, and manage the office staff, consisting of one full-time specialist and part-time personnel comprised mainly of Colgate students.

11. Perform other duties as needed or assigned.

### **Qualifications:**

1. Degrees and certifications. Bachelors Degree in Chemistry and Masters Degree in a science or health and safety field such as environmental health, industrial hygiene, environmental engineering, or safety engineering are strongly preferred. Certifications in Hazardous Material Management (CHMM) and/or Industrial Hygiene (CIH) are also strongly preferred.

2. Experience. Progressive experience in the management of comprehensive health and safety

programs at comparably-sized educational institutions or businesses.

3. **Related Skills.** The willingness and flexibility to manage and respond quickly and efficiently to unanticipated requests are critical. The successful candidate must have the ability to work independently and/or within a team environment as well as a demonstrated ability to interact effectively and collegially with a diverse clientele on a daily basis. Excellent oral and written communication skills are also necessary.

**Special Instructions to Applicants:** Review of application materials will begin immediately and continue until the position is filled. Colgate, an Affirmative Action and Equal Opportunity Employer, is committed to developing and sustaining a diverse faculty, student body, and staff to further the University's academic mission. Minorities are encouraged to apply.

**Apply Here:** <http://www.apply-for-job.net/c/jobclick.cfm?site=6781&job=7091328>