



**JOB ANNOUNCEMENT
"OPEN COMPETITIVE"**

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: ENVIRONMENTAL HEALTH & SAFETY OFFICER	ANNOUNCEMENT NUMBER: JA#001-20 POSITION STATUS: Permanent/Full-Time
SALARY: New Pay Grade: L MINIMUM Step 3A \$50,340 MAXIMUM Step 6D \$58,444	OPENING DATE: January 13, 2020
DIVISION: FINANCE AND ADMINISTRATION	CLOSING DATE: Until Filled 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- a) Master's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field; or
- b) Bachelor's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field plus two (2) years of work experience in environmental health and safety, or related area; or
- c) Associate's degree in Occupational Safety and Health, Environmental Health and Safety, Environmental Science or related field plus five (5) years of work experience in environmental health and safety, or related area.

NATURE OF WORK

This is a complex and responsible professional work in environmental health, safety and emergency preparedness in a higher education work environment.

The Environmental Health & Safety Officer (EHSO) oversees the College's compliance with federal and local environmental health, safety and emergency preparedness laws, policies, programs and procedures. Is responsible for the planning, development, implementation and administration of all aspects of environmental health, safety and emergency preparedness for the campus.

Reports to the Vice President for Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Develops and implements environmental health, safety and emergency preparedness policies, programs, processes and procedures for the College, the employees and the students.

Prepares and reports all required documents as applicable to comply with federal and local environmental health, safety and emergency preparedness mandates.

Facilitates and conducts environmental health, safety and emergency preparedness training. Maintains training programs and records as required by federal and local regulations. Support administrators, faculty and staff with specific environmental health and safety responsibilities.

Inspects and audits shops and laboratories to review procedures, identify the need for risk assessment and provide assistance for regulatory compliance. Assist with hazardous materials and waste identification, collection and disposal required by law.

Keeps management current on status of environmental compliance functions, prepares and presents reports/materials as needed.

Evaluate environmental health and safety risk and recommends ways to minimize them.

Develop and maintain emergency preparedness and evacuation plans. Provide guidance to college management team during emergency planning activities, as well as during an actual event. Acts as a liaison to/between external resources such as police and fire departments and other governmental agencies to ensure effective integration of actions.

Investigates environmental health and safety problems, complaints, incidents, accidents and injuries. Interacts and collaborates with students, employees, law enforcements and other stakeholders.

Work in concert with the Human Resources Officer on Worker's Compensation matters.

Work in concert with the Title IX Coordinator on Title IX matters.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local environmental health and safety laws.

Knowledge of environmental health and safety practices and procedures.

Knowledge of emergency preparedness requirements for colleges.

Knowledge of risk assessment.

Ability to administer and manage environment health, safety and emergency preparedness programs for an institution of higher education.

Ability to interpret and apply environment health, safety and emergency preparedness regulations, policies and procedures.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective environmental health, safety and emergency preparedness programs.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in environment health, safety and emergency preparedness laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public, students, faculty, administrators and staff.

Ability to deliver effective presentations and conduct training.

Ability to communicate effectively, orally and in writing.

Ability to multi-task and work under pressure.

Skill in the use of personal protective equipment and other safety devices.

Skill in CPR and First Aid.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A.Y. Okada, Ed.D.
President

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