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| **Posting Number:** | 02232 |
| **Job Title:** | Assistant Director of Emergency Management, Health & Safety |
| **Department:** | Safety and Security |
| **Job Summary/Basic Function:** | The Assistant Director of EM/HS assists the Director in the development, documentation, and implementation of EM and EHS training, preparedness and response for Everett Community College. The Assistant Director collaborates with a diverse campus community, including senior leadership, and develops and maintains relationships with outside agencies regarding EM and EHS response. The Assistant Director supervises an EM Coordinator.  Typical duties include:  -Prepare for and respond to EvCC-wide events and emergencies. Facilitate and coordinate communication and response efforts.  -Develop, maintain, and improve emergency response plans. Plan, document, and coordinate updates and improvements to the Emergency Operations Plan in compliance with regulatory requirements and industry best practices.  -Provide training and awareness to emergency response team members and awareness to the campus community at large. Coordinate and partner with other departments to assist in delivering emergency preparedness training.  -Plan, facilitate, and document drills and exercises to assess the strength of the Emergency Operations Plan and the readiness of the EM Team.  -Create After Action Reports to identify and close gaps or implement process improvements.  -Ensure EM equipment and materials are in working order and meet current applicable city, state, and federal guidelines. -Coordinate a comprehensive safety and accident prevention program including implementation of safety standards and regulations in accordance with federal & state laws, regulations, policies and procedures. -Develop and provide employee occupational safety and health training and testing programs, including all required and recommended training, such as First Aid/CPR/AED, Bloodborne Pathogens and Heat Exposure. Maintain records of employee training.  -Assist with EM and EHS portion of new employee orientation for all college employees -Ensure testing (including annual hearing exams, noise level surveys, post incident bloodborne pathogen exposure) is completed per state and federal requirements -Keep current with interpretation of existing as well as newly implemented provisions of WISHA/OSHA and other regulations. -Research, make recommendations and assist with the development of College policies and procedures related to occupational safety and health. -Maintain and disseminate safety materials and documents including the Accident Prevention Program and OSHA standards including Material Safety Data Sheets and those related to Lockout/Tag out. -Inspect job sites for accident prevention controls including use of prescribed safety equipment and methods; observe workers for proper use of Personal Protective Equipment; monitor noise, toxic and other hazards. -Identify hazards and recommend mitigation strategies & plans.  -Maintain ethical, respectful, and open communication that is inclusive of diverse backgrounds, perspectives, and experiences -May serve as the director-in-charge in the absence of the Director. |
| **Minimum Qualifications:** | -Associate Degree in Emergency Management (EM) or Environmental Health and Safety (EHS) or a related field. Seven years of related experience may substitute for the educational requirement. -Five years of experience in EM, EHS, Public Safety, Security or a closely related field -Demonstrated ability to engage, build relationships, and work effectively with culturally and socioeconomically diverse populations on campus and across the college’s service area -Three years of supervisory experience -Excellent verbal and written communication skills -Proficient with computer software -Valid motor vehicle Driver’s License and ability to pass a driving record check -Demonstrated ability to work with confidential and sensitive materials and issues -Demonstrated skills in conflict management, dispute resolution, and team building |
| **Preferred Qualifications:** | -Professional certifications in the EM field such as Certified Emergency Manager or Master Exercise Practitioner highly desired -Demonstrated knowledge of the National Incident Management System and Incident Command System  -Certification in safety and health management -Knowledge of applicable laws including FERPA, ADA, and Campus Safety Act, knowledge of OSHA/WISHA regulations -Experience in EM or EHS operations on a college or university campus with a unionized workforce |
| **Physical Demands** | Everett Community College follows the Americans with Disability Act and provides the following information as a guideline for applicants: -Ability to operate office equipment -Ability to read and verify data and prepare various materials -Ability to exchange information on the phone or in person |
| **Work Hours:** | Typical working hours are 8am to 5pm Monday – Friday. Some nighttime and weekend hours required. Summer schedule is Monday-Thursday. |
| **Posting Date:** | 08/15/2019 |
| **Closing Date:** | 09/05/2019 |
| **Open Until Filled** | No |
| **Special Instructions to Applicants:** | Everett Community College’s vision, strategic plan and core themes value, respect and uphold diversity, equity, cultural competence and inclusion. Hiring and retaining a diverse workforce is a commitment for our institution.  Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment.  Notice to Applicants  Drug-Free Campus In compliance with federal and state regulations, EvCC is committed to a safe and drug-free campus. Employees are required to comply with EvCC’s policy prohibiting illegal drug use or activity, including notification of criminal drug convictions and the use of prescription drugs or over-the-counter medications that are likely to affect job safety.  The complete policy is available at the EvCC Policies page. If you would like a printed copy of the policy, or if you have any questions, please contact the Human Resources Department at 425-388-9229.  Safety and Security EvCC strives to be a safe, secure and prepared campus for our students, staff and community. Detailed information regarding campus security, crime statistics for the most recent three-year period, and other information is available on the Campus Safety, Security and Emergency Management page.  This information is required by law and is provided by the EvCC Security Department. If you would like a printed copy of this information, you may contact the Security Department at (425) 388-9990. |
| **Salary** | $65,000 - $70,000 plus benefits |
| **Link/apply** | https://employment.everettcc.edu/postings/4754 |