

SAFETY ADMINISTRATOR

\$ 50,112-\$ 73,853 annually

Date Posted: 06/17/2015

Closing Date: 06/30/2015

Hiring Agency: MN St Colleges & Universities

Location: St. Cloud

Who May Apply: **Open to all qualified job seekers**

Posting Number: 15MNSC000321

Employment Conditions: Permanent, Full-time

Work Shift: Day Shift

Days of Work: Monday-Friday

Travel Required: no

Job Grouping: Const Facil Maint Mfg & Trans

Classified Status: Classified

Job Description:
Oversee gathering, analyzing and prioritizing of environmental health and occupational safety needs and develop, plan, implement and communicate short and long term environmental health and occupational safety goals and objectives, strategies, action steps, timelines, and resource needs to ensure hazards are identified and mitigated, risk management costs are minimized, and the campus is in compliance with local, state and federal standards and regulations.
Oversee assessment of security and parking, special event and emergency management hazards, vulnerabilities and/or risks and develop, plan, implement and communicate short and long term goals and objectives, strategies, action steps, timelines, and resource needs to prevent and/or mitigate the impact of these events and resume day-to-day operations as quickly and efficiently as possible.

Direct and manage the implementation of environmental health, occupational safety, security and all-hazards emergency management programs to ensure staff and students are trained, understand their rights and responsibilities, and understand appropriate actions to take;

crimes are decreased; compliance findings and fines are decreased; and hazardous waste, security and all-hazards costs are minimized.

Identify environmental health, occupational safety, security and all-hazards emergency management materials, supplies, equipment, testing, etc., resource needs; develop and advocate for environmental health, occupational safety, security and all-hazards emergency management programs budget requirements; and monitor expenditures to ensure short and long term goals and objectives are executed; compliance regulations and federal and efficiency requirements are met; and expenditures remain within budget.

Perform other duties as assigned, including serving as chairperson for the college safety committee and other special project work and ongoing professional development, to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Minimum Qualifications:

Bachelor's degree in environmental health, safety, industrial hygiene, basic or applied science, environmental science, safety risk management, safety management, occupation safety and health, emergency management, law enforcement, public administration, industrial security or related field.

Three (3) years of professional experience in an occupational safety, environmental health, hazardous waste, risk management, business operations continuity planning, security/law enforcement, emergency management or related position.

Experience conducting inspections, determine compliance with and enforce adherence to laws and regulations governing occupational and environmental health and safety.

Experience in risk management, business operations continuity planning, security, emergency management or related area.

Knowledge of occupational health and safety and environmental health regulations (e.g., applicable OSHA, MNOSHA, EPA, MPCA regulations and/or NFPA standards and State of Minnesota State Fire and area building codes).

Knowledge of FEMA, Clery Act, and security/law enforcement operations requirements sufficient to administer security and emergency management responsibilities.

Oral and written communication skills sufficient to develop presentations for senior staff and develop and conduct training on varied risk management issues/policy/practices, develop and write policies and procedures, programs and reports.

Computer skills sufficient to use general office application/productivity software (e.g., computer operating system, e-mail, word-processing, database/spreadsheet, calendar/scheduling, presentation graphics, Internet browser and search software).

Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.

Incumbent must pass driving and background checks.

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Preferred Qualifications:

Master's degree in Safety, Industrial Hygiene, Environmental Health, Basic or Applied Science, Environmental Science, law enforcement, public administration or related area.

5 years of experience in safety, hazardous waste, emergency management and/or security program maintenance.

Professional certification in one or more of the following: Associate Safety Professional (ASP), Certified Hazardous Materials Management (CHMM) certification, Certified Protection Professional (CPP), Certified Emergency Manager (CEM), Minnesota Certified Emergency Manager, or Crime Prevention through Environmental Design (CPTED) or other related certifications.

Advanced Incident Command System training and related Homeland Security and FEMA course work.

Knowledge of standard police practices including rules of evidence, investigation techniques and procedures, citizen's arrest power, loss prevention techniques, intrusion alarms, detection, surveillance systems and networking, radio and communications equipment and fire alarms.

Written and oral communications skills sufficient to interview witnesses, victims, suspects, and defuse conflicts and violent

situations.

Knowledge of Data Privacy Act and Family Educational Rights and Privacy Act (FERPA).

Selection Process:

The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

How to Apply:

Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. To apply for this position, click the APPLY box found at the bottom of this job announcement. For additional information about the State's selection process, go to <<http://www.careers.state.mn.us/job-tip>>.

NOTICE: Applications will only be accepted until the closing date indicated on this job announcement. Job applications received after 11:59 pm on the last date of this announcement period cannot be considered.

NOTICE: In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

NOTICE: Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Contact for More Information: Annie Salner, asalner@sctcc.edu/320.308.5993

