

CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME

POSITION TITLE: Director of Environmental Health and Safety
RANK: Administrator V
DEPARTMENT: Office of Environmental Health and Safety
SUPERVISOR: Chief Operations Officer

POSITION SUMMARY

Under the general supervision of the Chief Operations Officer, supervises staff; develops policies for the overall safety of the employees and working conditions; coordinates/manages all activities related to fire safety, radiation safety, chemical and biological waste, and provides technical support and consultation services to the campus community; develops, plans and administers the University's sustainability initiatives and programs.

SUPERVISION EXERCISED

Supervises professional and/or support staff.

POSITION RESPONSIBILITIES

Develops and maintains program budget for administration and management of subgroup health and safety programs.

Directs and administers the preparation and maintenance of all mandated environmental regulatory licenses, records, and permits on behalf of the University.

Develops, implements and administers technical training programs for University personnel in hazardous material safety to ensure compliance with regulations and train hazardous material incident responders.

Supervises and administers procurement, reception, distribution and storage of regulated hazardous materials arriving or departing the University.

Inspects University work facilities and equipment, consults with department chairperson, faculty and supervisors to determine if planned experiments and research activities or any other University sanctioned work involving the use of hazardous materials meet safety standards; determines if equipment and work facilities conform to health and safety standards, consults with physical plant, engineering and construction personnel on renovations or new proposed projects.

Reviews work and research activities of University faculty and staff to ensure standards for hazardous materials exposure limits for personnel, safe working methods, decontamination procedures and hazardous waste disposal are in compliance.

Serves as a technical support expert on behalf of the University in interactions with local, state, and federal regulatory agencies in areas of Occupational Health and Safety.

Develops, implements, and administers a University-wide fire safety program and ongoing systems testing, including administration of service contracts.

Works with the University's Police Department to develop and articulate procedures for the University's emergency operations plan.

Serves as an expert technical staff resource to the University's Safety Committee.

Oversees the implementation of recommended strategies and action items in the University's Climate Action Plan (CAP) ensuring all American College & University Presidents' Climate Commitment goals and deadlines are met. Prepares and submits documents and reports as required.

Creates and maintains an up-to-date Greenhouse Gas Inventory which includes monitoring and recording the gas and vehicle usage of the campus automotive fleet, and promoting transportation alternatives for campus commuting such as carpooling and bus ridership.

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Staffs the President’s Environmental Sustainability Committee.

In conjunction with the Chief Operations Officer, defines the University’s goals and long-term plans for sustainability.

Develops, plans and administers programs, initiatives and events related to sustainability in coordination with campus departments and student organizations to ensure effective communication and collaboration regarding sustainability.

Promotes and coordinates campus initiatives concerning waste reduction, recycling, environmentally preferable purchasing, energy and water conservation and efficiency efforts, and renewable energy. Serves as the point of contact for all waste reduction and recycling-related outreach materials and programs.

Monitors and evaluates campus functions (energy, water, fuel, materials), program effectiveness and works with University departments on sustainability assessments and goals. Researches best practices and compiles reports, makes recommendations and implements programmatic changes and improvements regarding sustainability.

Reviews design/construction activities to ensure compliance with the Leadership in Energy and Environmental Design (LEED) as mandated by the State and the University.

Prepares grant applications to obtain additional funding enabling the University to enhance its sustainability efforts.

Develops, maintains, edits and updates the Sustainability website and other informational materials regarding sustainability progress reports and accomplishments thus promoting and publicizing the University’s sustainability efforts. Ensures University data is kept current on the Connecticut Department of Energy and Environmental Protection webpage.

Represents the University’s Sustainability Office to the public by participating in events, conferences and meetings hosted by the town, environmental groups, regulatory agencies, community stakeholders and professional associations in order to cultivate partnerships and promote the University’s sustainability aspirations.

Performs other duties related to those above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master’s degree in Industrial Hygiene, safety, health physics, environmental science, engineering or related field required. Five years related experience in health and safety with two years directing a comprehensive health and safety program required. Demonstrated high level skills in communication of scientific information required. Ability to communicate effectively with both technical and non-technical personnel required. Demonstrated ability to use computerized databases and apply computer technology to facilitate position’s goals required. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

Anna Suski-Lenczewski 06/24/2022
For CCSU Date

Jon Deerman 06/23/2022
For SUOAF Date

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- 06-21-22: Supervisor title modified from Chief Administrative Officer to Chief Operations Officer and agency name within job description updated from Connecticut Department of Environmental Protection to Department of Energy and Environmental Protection.
- 08-26-10: Revised. Title modified from Environmental Health and Safety Officer to Director of Environmental Health and Safety. Supervisor modified from Director of Public Safety to Chief Administrative Officer. Sustainability responsibilities added and qualifications modified.
- 10-11-99: Created.