

## **Director of Environmental Health, Safety and Security Management**

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Reporting to the Senior Vice President of Real Estate and Operations, this position's primary responsibility is to provide and promote a safe and secure environment at Art Center's Hillside and South campuses. This includes creating, planning, and implementing critical emergency and disaster preparedness plans and policies; planning, directing and implementing health, safety, and environmental programs, policies and procedures; and managing the hiring of a contracted security company and oversight of security management for the prevention of crime, protection of life and property. This position is also responsible for ensuring compliance with federal, state and local laws and regulations, including Title IX in partnership with other campus departments and administrators; and educating and training students, faculty and staff on health, safety, environmental and security matters. The incumbent will plan and direct the implementation of the department's short- and long-term goals, objectives and strategies

### **Qualifications**

- Graduation from an accredited college or university with a bachelor's degree in Criminal Justice, Public or Business Administration, or a related field or significant work experience with increasing responsibility will be considered in lieu of a college degree
- Minimum experience of 3 years in the environmental health and safety field and 3 years in security management, including supervisory responsibilities
- Strong management and leadership skills, including fiscal management of \$1.1m department budget for campus security
- Knowledge of OSHA requirements and security systems including fire life safety, access control, alarms and IP camera systems
- Must be a strategic thinker with the ability to exercise good judgment, collect and analyze data, establish facts, define problems, recommend solutions and lead critical analysis of existing processes
- Effective oral and written communication skills in order to communicate with staff and the campus community, collaborate, establish and maintain cooperative working relationships with external constituents, as well as facilitate training
- Strong interpersonal relationship capabilities for effective and sometimes confidential and sensitive interaction with students, faculty, staff and vendors, while maintaining the highest level of customer service
- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, sexual orientation and ethnic backgrounds of the student, faculty and staff populations
- Computer skills in PC software
- Certified in First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED)
- Knowledge of California Penal, Vehicle and Health and Safety codes

## Essential Functions

### Environmental Health and Safety

- Establish new programs and update existing processes that implement policies and procedures to meet federal, state and local statutes and guidelines. Renew and/or obtain permits required by local and state agencies as necessary
- Continuously monitor and evaluate the effectiveness and efficiency of service delivery methods and procedures
- Coordinate vendors to address and find solutions for environmental health or safety issues impacting students, faculty or staff
- Establish and maintain relationships with governmental agencies including the local Fire, Police, Public Health and Public Works departments, Cal-OSHA, South Coast Air Quality Management District and other agencies as new regulations require
- Maintain and update current plans and coordinate the training of the Operations staff on E.P.P. (Emergency Preparedness Plan)
- Coordinate implementation of the IIPP (Injury and Illness Prevention Program) including revisions, distribution of the Employee Safety Manual; conduct training of managers and employees in worksite safety practices, fire prevention, proper handling and use of hazardous material and equipment
- Maintain and monitor department records, manifests and reports that pertain to environmental health and safety as required by law
- Identify, evaluate and control environmental health and safety hazards on the campuses; audit all department and classroom activities to ensure compliance with regulatory agencies and school policies
- Manage and maintain day-to-day health and safety programs including auditing and regulatory recordkeeping/reporting
- Coordinate regulatory training as necessary including CPR, First Aid, AED, Fire Extinguisher and Forklift
- Lead the management, development, revisions and implementation of the critical emergency and disaster preparedness plans and policies, to include business continuity plans
- Responsible for activating the school's Emergency Notifications Program and coordinating with Marketing and Communications to produce initial informational bulletins
- Lead the Safety Committee to review injury and safety reports, and determine the cause and effect of incidents; recommend appropriate course of action

### Security Management

- Assist Special Events Department in coordinating parking, patrol and transportation needs
- Hire contract security company and oversee security personnel for the prevention of crime, protection of life and property
- Ensure proper staffing for patrol of buildings and grounds
- Review and approve all written reports (including safety, injury, illness, security and incident reports), parking citations and warnings; conduct follow-up investigations
- Maintain and monitor department records, manifests and reports that pertain to security management as required by law
- Ensure that the College meets all requirements under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act); accurately report all required data to the Department of Education regarding campus crime, while meeting required time frames; work in cooperation with other campus administrators with regard to Title IX compliance, investigations, documentation, etc.

- Provide leadership in the development, implementation, and maintenance of technologies related to safety and security systems, including access control, alarms and IP camera systems

### **Other Requirements**

Must successfully pass a criminal background check; must have a valid driver's license.

**Art Center College of Design** is a global leader in art and design education located in Pasadena, California. An independent, nonprofit, four-year College, Art Center provides undergraduate and graduate degrees in a wide variety of art and design disciplines as well as an array of public programs, offering continuing studies for community members and professionals. Art Center occupies two campuses. Located on 175 wooded acres in the foothills of Pasadena, the Hillside Campus has been home to Art Center since 1976. The South Campus, located in downtown Pasadena, is an eclectic trio of buildings comprised of a former aerospace wind tunnel building built in 1951 (950 S. Raymond), a former U.S. postal sorting facility built in 1979 (870 S. Raymond), and the recently added six-story building at 1111 Arroyo Parkway.

### **Apply**

Qualified applicants should send **cover letter** with **resume** and **salary history** to Lisa M. Sanchez, Vice President, Human Resources to [lisa.sanchez@artcenter.edu](mailto:lisa.sanchez@artcenter.edu) indicating "Director of EHSS" in subject line.

*Art Center College of Design is committed to excellence through the establishment of a diverse faculty and staff that best represents our student body and its surrounding communities. The College considers qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Human Resources Department at (626) 396-2270.*