

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Environmental Specialist

Job #07-053

Closing Date: 11/03/06

The Foothill-De Anza Community College District is currently accepting applications for **Environmental Specialist, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director of Environmental Health and Safety, perform a variety of technical and physical duties in support of a comprehensive compliance program on multiple campuses for the management of hazardous materials and waste, and to maintain air and water quality standards. Routinely inspect areas on the campuses that store hazardous materials and waste, advise how areas should be maintained, and offer recommendations on areas of improvement. Provide guidance for the segregation and the maintenance of chemicals within secondary containment. Perform waste determinations based on the activities on campus. Write permits and technical documents (Closure Plans, Hazardous Material Business Plans, departmental waste programs, etc.) using technical terminology with clarity, precision and effectiveness. Present formal instruction and hands-on demonstrations concerning essential environmental programs. Provide tutorials for staff and serve as a resource by answering technical questions regarding environmental rules and regulations. Maintain detailed records on training, manifests, universal waste management, and other programs with the highest level of record-keeping accuracy; monitor budget expenditures. Effectively communicate to the campus staff in a manner to enhance environmental compliance. Perform related duties as assigned.

Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a Bachelor's degree in a science field.
3. Two years work experience in the environmental field.
4. Course work in chemistry, environmental studies or related disciplines.

PREFERRED QUALIFICATIONS:

1. Knowledge of federal, state and local rules and regulations pertaining to labeling, handling, packaging, manifesting, storage, transportation, and disposal of hazardous materials and waste.
2. Knowledge of regulations related to air and water quality.
3. Knowledge of chemistry and the principles of segregation, compatibility, reaction potential, storage requirements and secondary containment of chemicals.
4. Knowledge of waste characteristics and waste determinations.
5. Knowledge of the technical aspect of waste compliance.
6. Ability to interpret, explain, and apply rules, regulations, policies and procedures (such as the HAZCOM Standards, Fire Codes, Permitting Requirements, Spill Control Measures, Protective Clothing and Equipment Utilization) and other programs and tailored to each department on campus.
7. Ability to coordinate response to chemical spills and leaks with either the campus staff or with an environmental contractor.
8. Ability to support the contingency plan for each campus or buildings occupied by the colleges.
9. Ability to establish and maintain cooperative and effective working relationships with others.
10. Ability to perform administrative duties.
11. Ability to monitor budget expenditures.
12. Ability to effectively manage time and meet schedules for high volume productivity.
13. Ability to communicate effectively both orally and in writing.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Environmental Specialist.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

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Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$5,445.12 per month plus benefits; level L-61

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>