



**Clackamas**  
Community College  
**OREGON**

## **DIRECTOR OF COLLEGE SAFETY**

**\$69,510 - \$92,578**

*Plus Excellent Benefits*

*Apply by*

**June 5, 2016**

*(First Review, open until filled)*

***PROTHMAN***



## THE REGION



Clackamas County is in a prime location in the Portland, Oregon, metropolitan area and is recognized nationally as one of the most beautiful and livable areas

in the United States. Located on the southern edge of the City of Portland and extending to the top of Mt. Hood, Clackamas County has a population of nearly 400,000 citizens.

The area has the advantages of being close to a major metropolitan area, as well as having significant natural areas and outdoor activities. Mt. Hood's year round snow allows you to ski or ride in the morning and golf in the afternoon. Pitch your tent in one of many campgrounds and cast your fishing line in a nearby lake or river. White-water rafting, bird watching, hiking, canoeing, climbing and bicycling are just a few of the adventures awaiting you and your family. Within a few hours' drive are many gorgeous areas, including the Pacific Ocean, Columbia River Gorge, the Cascade Range with its numerous snow-covered volcanoes, and the Central Oregon desert. Clackamas County is a wonderful place to live and work.



## THE COLLEGE

Clackamas Community College (CCC) opened in 1966 with 693 part-time students taking classes at Gladstone High School. Two years later, ground was broken for Clairmont Building on the Oregon City campus – CCC's first permanent home. With a steady focus on progress and community spirit,

the college has grown up quite a bit in the 40 some years since.

Today, recognized for its committed and supportive faculty and staff, CCC offers classes and services to a diverse student body totaling over 38,000 at three active campuses - the Oregon City campus, the Harmony Community campus in North Clackamas, and the Wilsonville campus. Extension sites are also located in the towns of Canby and Molalla.

Clackamas Community College's main campus is located in historic Oregon City. The spacious Oregon City campus covers 165 tree-filled acres and features 25 buildings as well as the athletic fields and facilities that support CCC's sports programs.



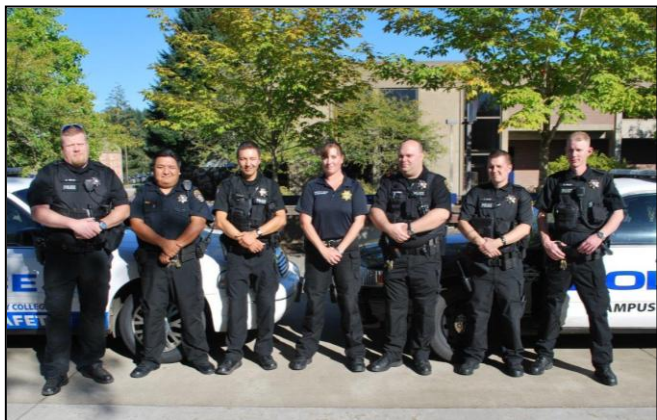
## THE POSITION

Reporting to the Vice President of College Services, the Director of College Safety will implement and administer all safety, security, and health operations for the College and will manage and direct the Campus Safety Officers. The Director ensures that the College is compliant with OSHA, EPA, DEQ and other relevant federal, state, and local regulatory requirements. He or she serves as a primary liaison to local community law enforcement and safety/security professional organizations and will lead the Emergency Response Team for the College.

The Campus Safety Department has an annual budget of about \$700,000 dollars in the Campus Safety Budget and the Environmental Health and Safety Budget. These budgets include this Director of College Safety position, an exempt "ser-



geant”; four full time and up to four part time campus safety officers. In addition students are used in a work experience or federal work study capacity to enhance the safety and security at the college.



#### **Duties include:**

- Create and maintain college safety awareness and compliance programs to meet federal, state and local regulations. Process includes review of relevant regulations, development of policies, on-going review of regulations for updates, and review of college departments for compliance. Work with college Worker's Compensation carrier to effectively reduce injuries and exposures.
- Inspect and investigate accidents to ensure College personnel are in compliance with regulations and codes. Prepare reports of findings and maintain related records. Train and work directly with Department Chairs and Deans to resolve health/safety risks and work practices of individuals.
- Identify and respond to known or potential environmental/occupational/ergonomic hazards or issues. Analyze and assess the needs of staff. Recommend and help implement effective solutions including, but not limited to, chemical and safety hazard identification, ergonomic assessments, waste chemical/ bio (medical) waste disposal, air quality monitoring. Prepare and file all required reports and maintain records.
- Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials. Order suspension of activities that pose threats to worker and student's health and safety.
- Serve as the Administrative representative to the Campus Safety Committee. Offer counsel, training and assistance to Safety Committee. Participate in all monthly Safety Committee meetings, and maintain all meeting notes.
- Inspect buildings to ensure the workplace and classrooms are safe for staff, students, and visitors. Ensure all fire/life emergency systems and equipment is operational through periodic visual inspection and testing and coordinates all emergency equipment testing.
- Oversee the Hazardous Materials Program. Monitor proper handling and disposal of hazardous waste in accordance with applicable federal, state, and local regulations. Maintain compliance with EPA, Oregon DEQ, and other local regulations regarding hazardous waste disposal or other regulated activities. Control the maintenance and retention of relevant forms and reports in accordance with time frames assigned by regulation. Ensure all environmental permits are current and compliant.
- Work collaboratively and effectively with Human Resources regarding staff safety and security. This includes maintenance of exposure control plans and blood borne pathogens training. Conduct safety training and education programs; demonstrate the use of safety equipment. Develop, and provide new-employee health and safety orientations. Maintain records of employee training sessions and certifications such as CPR / First Aid, forklift /high lift operation and other related activities. Provide safety related training to staff and students on relevant issues maintaining compliance with Oregon OSHA requirements.
- Respond to emergency incidents. Manage, operate and maintain the Emergency Operations Center (EOC). Establish and maintain agency policies and communication procedures for employees and volunteers. Manage and administer the college's emergency management and emergency incident response programs including planning, training, written emergency plans, collaboration with local emergency service providers and others.
- Manage property and liability insurance. Administer the college's property and liability insurance programs, assess and ensure adequate and appropriate coverage, directly manage claims, payments, certificates, statement of values, deductibles, self-retention limits, policy limits and exclusions and insurance agent of record renewal and hiring process.

## OPPORTUNITIES & CHALLENGES

**1. Continue bringing a sense of peace,** security and readiness to the Clackamas Community College campus. While staff and students feel safe, reoccurring tragedies at schools throughout the nation build a sense of anxiety for staff and students at this campus. Items such as lockdown procedures, emergency communication, and safety related exercises are a top priority for CCC.

**2. Keep the officers trained and ready for any situation** they may face on the campuses. As of June 2016 the current special commissioning of the campus safety officers will not be renewed by the local sheriff. This will remove the current police powers and arming of the campus safety officers. To combat this, Clackamas Community College has budgeted for up to two resource officers to be contracted through a local law enforcement agency. This will require the new Director to build and maintain relationships with the surrounding law enforcement agencies.

**3. Risk Management** is also an opportunity for continued success. Today the employee and student injury and claims is very low. A continued and enhanced safety program resulting in reduced injuries and financial claims will be a high priority.

**4. Help all students succeed** while holding them accountable for past failures and current challenges. CCC opens its doors to students from a diverse background and varying histories, thus a continual challenge is to balance the backgrounds, personalities and skills of the students with the structure and rules of the college.



## IDEAL CANDIDATE PROFILE

Clackamas Community College is looking for a progressive law enforcement, risk manager, and/or emergency management professional who has background in these areas. A minimum of five years of increasing responsibility in these areas at the middle management position. He or she must have the ability to establish and maintain an effective working relationship with management, students staff and other agencies, and the general public.

As this position functions in an academic environment, the new director will work with a team of professional department heads, he or she will be expected to demonstrate professional flexibility and have a law enforcement philosophy that demonstrates a equitable balance between "spirit of the law" and "letter of the law" policing, recognizing that keeping the peace and providing a safe environment for staff, students and visitors is a primary goal of the campus safety department. The selected person is expected to be knowledgeable (or rapidly gain knowledge) of Oregon statutes, and be able to employ this knowledge in the daily direction of other law enforcement staff. The person selected will also be expected to build professional relationships with allied agencies with a goal of further developing the reputation of the Clackamas Community College Department of Campus Safety.

## EXPERIENCE & EDUCATION

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: Bachelor's degree in Environmental Health, Safety, Risk Management, Safety Engineering, or related field, or Certified Safety Professional 5 years experience in the workplace health and safety field. Knowledge of College operations and policies. Knowledge of environmental, health, and safety discipline, including regulations and inspection/investigation methods and techniques. Knowledge of OSHA, OR-OSHA, DEQ/EPA and Fire/Life codes and training methods and practices related to environmental, health, and safety fields. Skill in the use of personal computers and software applications such as Word, Access, and Excel.

**Veterans Preference**

Applicants are eligible to use Veteran's Preference when applying with Clackamas Community College in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will only be given if the applicant meets the minimum qualifications and any special qualifications for the position and submits the required documentation at the time of application.

**COMPENSATION & BENEFITS**

- **\$69,510 - \$92,578 DOQ**
- Medical, dental, vision, life and disability insurances
- Vacation – accrued at 16 hours per month
- Sick leave – accrued at 8 hours per month
- Four personal days per year
- 11 paid holidays
- Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP)
- Tuition waiver for employees and dependents, and professional development funding

[www.clackamas.edu](http://www.clackamas.edu)

Clackamas Community College is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **June 5, 2016** (first review, open until filled). Applications, responses to the supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and responses to supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

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