

**Program Manager, Safety**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Director of Risk and Safety, the Program Manager, Safety is a districtwide management position responsible for developing, implementing, and overseeing comprehensive safety, risk mitigation, and regulatory compliance programs across Kern Community College District (KCCD).

Serving communities across approximately 24,800 square miles in parts of Kern, Tulare, Inyo, Mono, and San Bernardino counties, the position supports Bakersfield College, Cerro Coso College, Porterville College, and all extension sites.

This position ensures compliance with Occupational health & safety, Cal/OSHA compliance, Workplace safety, Environmental health & safety, Emergency preparedness, as well as other federal, state, and local safety regulations through proactive site inspections, safety audits, employee training. The role requires extensive travel to all district campuses and facilities and a district vehicle is provided to support districtwide responsibilities.

Title IX duties and responsibilities for the district are not included in this Job description.

**Examples of Duties**

1. Conduct routine and unannounced safety site walks at all campuses and extension locations.
2. Perform facility safety inspections and hazard assessments.
3. Identify, document, and track correction of safety deficiencies.
4. Develop and maintain districtwide safety standards and inspection protocols
5. Ensure district compliance with OSHA, Cal/OSHA, and other applicable safety regulations.
6. Maintain and update required safety programs (IIPP, Hazard Communication, Bloodborne Pathogens, Emergency Action Plans, etc.).
7. Coordinate regulatory inspections and serve as district liaison during agency reviews.

8. Extensive travel to all district campuses and their offsite locations
9. Monitor changes in safety laws and ensure district policies are updated accordingly.
10. Develop and coordinate safety training programs for employees districtwide
11. Maintain district training records and compliance documentation
12. Partner with campus leadership to ensure site-specific safety training needs are met.
13. Assist in accident investigations and root cause analysis
14. Recommend corrective action strategies to reduce claims and liability exposure
15. Analyze incident and workers' compensation data to identify trends
16. Support development and coordination of district emergency preparedness programs.
17. Assist campuses in updating emergency procedures.
18. Serve as the district subject matter expert on workplace safety and compliance.
19. Provide regular safety compliance reports
20. Maintain professional and technical knowledge by attending relevant seminars and workshops.
21. Develop, prepare and maintain a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities
22. Performs related duties as assigned

## **Minimum Qualifications**

- Associate's degree in occupational safety, environmental health, industrial hygiene, risk management, public administration, or a related field. Bachelor's degree preferred.
- Two (2) years of increasingly responsible professional experience in occupational safety, environmental health and safety (EHS), regulatory compliance, risk management, or a related field

- Demonstrated familiarity with Occupational Safety, Risk Management, Environmental Health & Safety, or related field.
- Must have valid California Driver's License / valid Car Insurance
- Desirable qualifications:
  - Professional certification such as Associate Safety Professional (ASP), Certified Safety Professional (CSP), or similar
  - Experience working in a multi-site organization
  - Experience in a public sector or educational environment
  - Experience conducting safety inspections, investigations, and compliance training
  - Demonstrated experience implementing or managing safety programs across multiple locations
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## **Knowledge and Abilities**

### Knowledge of:

- Emergency preparedness planning and coordination with regulatory agencies
- Injury and Illness Prevention Programs (IIPP), Hazard Communication, Bloodborne Pathogens, and Emergency Action Plans
- Environmental Health & Safety (EHS) principles and workplace risk management practices
- Safety training methods and regulatory compliance requirements
- Emergency preparedness planning and regulatory agency coordination
- Data analysis methods to evaluate safety trends, risk, and program effectiveness

### Ability to:

- Develop, implement, and oversee districtwide safety and compliance programs
- Conduct safety inspections, identify hazards, and recommend corrective actions
- Interpret and apply safety laws and ensure regulatory compliance.
- Develop and deliver effective safety training programs
- Prepare clear, detailed reports and maintain accurate compliance records
- Build collaborative working relationships across multiple campuses and diverse populations

- Attain and maintain a valid driver's license and car insurance.

## **Working Conditions**

Environment: Office/Extensive travel from site-to-site throughout the district's 24,800-square-mile service area.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
2	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
3	Ability to walk construction sites, mechanical rooms, rooftops, and uneven terrain.
4	Ability to sit for extended periods of time. Extensive travel throughout the district's 24,800-square-mile service area.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 10 pounds.
3	Ability to carry 10 pounds.
4	Ability to operate office equipment.