

Director, Hazardous Materials Training Program
School of Labor and Employment Relations
University of Illinois at Urbana Champaign

Illinois is a world leader in research, teaching, and public engagement. We serve the state, the nation, and the world by creating knowledge, preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge. Illinois is the place where we embrace difference. We embrace it because we value it. Illinois is especially interested in candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the Illinois community.

SHORT DESCRIPTION SUMMARIZING POSITION FUNCTIONS

Responsible for managing the Hazardous Materials Training Program and all aspects of its programs. Oversee the development of staff, materials, and program delivery. Direct efforts of marketing, communications, and focusing on strategic and tactical planning expanding the client database and meeting grant goals. Establish a program enhanced by quality health and safety educational training, technologically advanced, and self-sufficient.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Plan, develop and present programs/workshops based on grant materials, clients' evaluation, government regulations/standards (OSHA, EPA, DOT, NRC, etc.), and trends in the workplace for model training of this type.
- Establish strategic goals gaining insight from evaluations, industry/environmental trends and client incidents. Expand the base of safety and health training programs offered to achieve a more complete menu selection. Focus should include achieving specified grant, financial and operational goals of the program.
- Mentor and supervise professional and part-time staff/instructors.
- Provide oversight for engagement with clients, other outreach and the process of recruiting and retaining clients.
- Consult and advise clients to determine needs based on regulations and their specific facility(ies), potential exposures and locations. Maintain quality service by enforcing quality and customer service standards, analyzing and resolving problems, and recommending improvements.
- Maintain professional and technical knowledge by retaining current credentials in profession of Safety and Health Training, attending education workshops, reviewing professional publications, establishing personal networks, benchmarking state of the art practices, and participating in professional societies.
- Accomplish financial objectives by preparing annual budget (grant and income account), scheduling expenditures, negotiating prices on equipment and materials, and limiting spending basing purchasing on the value-add, needs, and funds available prior to the purchase. Estimate costs of courses for bids and track spending for all courses to assure courses are profitable. This will improve future estimates.
- Work through University Legal Counsel, Grants (OSPRA) and the Contracts office and other groups as needed for guidance and assistance on obtaining additional grants and setting up contracts for clients.
- Serve as Principal Investigator/Program Director for the Midwest Consortium for Hazard Waste Worker Grant. Interface with Steering Committee and Advisory Committee.
 - Attend all meetings. Participate in subcommittees. Develop and provide resources to grant curricula development and other subcommittees.
 - Responding to requests by Cincinnati. Write the Illinois portion of grants, and respond to requests relating to the grants, their management or agency needs. Write monthly, biannual and annual reports required by grants.

- Meet 5 year and yearly grant objectives.
- Track expenditures to verify purchases are being made in grant.
- Encourage grants office to meet time lines required by the grant coordinator and track grants through department to ensure a timely processing of grants on both campuses.
- Follow all Midwest Consortium Policies. See Compendium.
- Complete monthly reports. Submit reports to the Midwest Consortium PI to analyze and discuss evaluation responses to assist with this. Submit reports as requested or identified within the grant.
- Report on overall performance of the program to the grant and work with the grant primary PI to rewrite programs and initiate new directions.
- Formulate, initiate, implement and interpret policies related to the operation of the Hazardous Materials Training Program, as well as applying campus/university policies.
- Meet with UIC Educational Research Centers (ERC) and Continuing Education (CE) Group to guidance and discussion about the grant opportunities. Interact with other programs within LER, across campuses and agencies to determining ways of expanding outreach or program delivery.
- Participate in meetings within the schools and organizations in private sector and local and state government as opportunities present themselves to support grant community outreach deemed "Building a Resilient Community through relationships". Join local LEPCs and other community & safety organizations as part of the 5 year resiliency goal. Encourage public sector and governmental interactions at minimum at the LEPC level and drill exercises in cooperation with response personnel at facilities.
- Instruct programs. Travel to classes to build and foster relationships with clients. Administer assessments of instructors to track effectiveness of delivery. Work with the instructors to improve performance.
- Develop new business strategies and program delivery methods to keep program fresh and interesting to students.
- Work the program towards more technologically advanced delivery and to conserve on costs where possible.

CAMPUS/EXTERNAL Activities

- University of Cincinnati – Midwest Consortium for Hazardous Waste Workers which fund approximately 70% of the director's salary.
- Outreach to Community Organizations statewide to interact with clientele and to be able to access the needs to the workers in the state.
- Teaching courses on and off campus.
- Interaction with professional, worker, governmental and private organizations throughout the state communities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Industrial Hygiene, Safety Engineering, Environmental Engineering, Public Health or a closely related science or engineering field.
- Experience in Hazardous Materials and with Hazardous Material Certifications. Experience teaching safety related courses as well as a complete knowledge of 29 CFR OSHA 1910.120 and other regulations is needed to plan, develop and present programs/workshops.
- Thorough understanding of OSHA regulations and standards. Understanding of EPA, DOT and other federal/state applicable standards.
- Must be familiar with the legal requirements and ramifications related to grant management, safety program management, finance, and related program objectives.
- Maintaining budgets of the programs is essential on soft funding. Be able to build good relationships with clients and staff. Be able to interpret regulatory standards and regulations while working with clients, instructors, and regulatory officials. Knowledge about adult learning methods

used for teaching is essential. Ability to work with variety of computer programs from Cameo, Marplot, Wiser, Powerpoint, Microsoft Word, Excel, and other programs as well as being able to troubleshoot computer/technology issues is a must. Work with specialized equipment needing to be maintained including respiratory equipment, monitoring equipment, SCBAs, radios and other equipment is a necessity. Must be highly organized and responsible by nature. Excellent at problems solving abilities. Great communication skills. Ability to deal with customers effectively. Strong people skills and patient. Great analytical skills. Multitasking and time management. Possess a sheer passion and dedication towards this work.

PREFERRED QUALIFICATIONS

OSHA Authorized Trainer, Hazardous Waste Operations Level Certification, Technician level and other related certifications is preferred.

SALARY: Salary will be commensurate with experience.

APPOINTMENT STATUS: Regular, 100 % time of appointment

PROPOSED STARTING DATE: As soon as possibility after the closing date.

APPLICATION PROCEDURES

Please create your candidate profile at <http://jobs.illinois.edu> and upload your resume, cover letter, and the names and email addresses or phone numbers of three professional references by the March 30, 2017. All requested information must be submitted for your application to be considered.

For further information regarding application procedures, you may contact Professor Robert Bruno, bbruno@illinois.edu, (312) 996-2623. You may also visit <http://www.ler.illinois.edu> for additional information.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Affirmative Action /Equal Opportunity Employer. The administration, faculty and staff embrace diversity and are committed to attracting qualified candidates who also embrace and value diversity and inclusivity.