

JOB DESCRIPTION:	Loss Prevention/Hazardous Waste Manager		
DEPARTMENT:	Physical Plant		
REPORT TO:	Executive Director of Facilities/Maintenance		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#810000	DATE APPROVED:	28-MAR-2025
		DATE MODIFIED:	NEW

SUMMARY: Assist in the Management of physical plant and maintenance operations campus wide. Primary oversight is in the areas of Hazardous Waste Management and Risk Management. As necessary, will provide scheduling and oversight of campus maintenance activities, safety, construction, and/or grounds maintenance as necessary. Assist in the development of operating policies and procedures.

DUTIES:

1. General oversight of campus Hazardous Waste program.
2. General oversight, coordination and reporting requirements of Loss Prevention program.
3. As needed, manages multi-craft activities involved in preventive, scheduled, and emergency maintenance, repair, and renovation of buildings, mechanical systems, physical plant, and/or grounds.
4. Assist Physical Plant Facilities Executive Director and Physical Plant Facilities Director with oversight of all facets of the daily operations of the organizational unit, ensuring compliance with the University, state, and federal laws, policies, and regulations.
5. Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the unit.
6. As needed oversees activities of contractors, vendor personnel, and suppliers; Monitors contracts for compliance and controls costs; monitors general expenditures of unit; performs quality control inspections to ensure adherence to contract specifications and industry standards.
7. Supervises personnel which typically includes recommendations for hiring, terminations, performance evaluations, training, work allocation, and problem resolution.
8. Maintains compliance with departmental security, audit procedures, and university policy.
9. Performs quality control inspections to ensure adherence to contract specifications and industry standards.
10. Develops and implements systems and processes to establish and maintain records for the operating unit.
11. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High school diploma/GED and 5 years of experience in related field or AA degree with 2 years' experience required. Bachelor's degree preferred.
2. **Job Knowledge:** Knowledge of the principles of Hazardous Waste and Loss Prevention management, including supervision, established practices, budgeting, and training. Working knowledge of established safety practices and procedures. Working knowledge of the safe operation of department equipment, machines and tools. Ability to estimate necessary

materials and supplies required for a variety of landscaping and custodial services. Ability to make administrative/procedural decisions and judgements. Ability to participate in the planning and construction of new buildings, as well as major renovation and repair projects. Ability to communicate and work effectively within a diverse setting. Skill in understanding and interpreting codes, statutes, policies, and regulations. Knowledge of all applicable building codes, OSHA, and EPA regulations. Skill in planning, organizing, and directing through subordinate staff for the efficient and effective delivery of services. Skill in developing operating policies, procedures, and standard. Skill in establishing and prioritizing the University's needs for Hazardous Waste and Loss Prevention issues. Skill in establishing and maintaining effective working relationships with students, faculty, university staff, local/state/federal agencies, contractors and local vendors/supplies. Skill in reading and interpreting sketches, diagrams, blue prints, and schematics. Skill in setting goals and providing leadership.

3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): Normal office environment, construction site, and multiple outside grounds environment. May travel some within the community and to other sites when needed. May be required to lift up to 50lbs. May be required to transport normal office equipment and materials, use power tools and use ladders as required. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
- a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months.
 - c. Current Certification of HAZWOPR, RCRA training. (or required to attend/complete training within 6 months)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)