



**Code: 2085**

Family: Health and Human Services

Service: Health and Welfare

Group: Inspectional

Series: Energy and Environmental Protection

---

## **CLASS TITLE: DIRECTOR OF ENVIRONMENTAL, HEALTH, AND SAFETY (EHS) COMPLIANCE**

### **CHARACTERISTICS OF THE CLASS**

Under direction, position is managerial in nature, formulates and implements strategic Environmental, Health and Safety (EHS) policies and related initiatives to guide and govern City departments through day to day operations in providing a safe and healthy work environment in an environmentally sustainable manner, and performs related duties as required

### **ESSENTIAL DUTIES**

- Develop and implement EHS policies based on industry standards/best practices and knowledge of City operations to govern a comprehensive EHS System for the City of Chicago's work force (except sworn Police and uniformed Fire personnel)
- Interpret, monitor and ensure policy compliance with applicable federal, state and local regulatory standards (e.g. EPA, IDOL, NIOSH, etc)
- Provide leadership, guidance and counsel to EHS staff members and to Department liaisons to enable efficient, effective and customer – oriented service to City Departments
- Develop methods to effectively communicate program policies and expectations, and tools to monitor and track compliance; strive to create a “culture of compliance” owned by all City employees and motivate Departments to achieve full levels of compliance
- Ensure that adequate systems are in place to collect, measure and report on various EHS compliance statistics, including mandatory reporting to agencies as required; analyze data to inform EHS policy and the prioritization of initiatives
- Establish and lead an EHS Council composed of public and private industry liaisons
- Develop and advise City departments of training requirements designed to ensure compliance with EHS policies and minimize the City's risk of non-compliance
- Maintain and disseminate a recommended training schedule and list of training resources to Department liaisons
- Conduct periodic internal audits of governed City departments to identify potential issues of non-compliance in a proactive manner; incorporate the use of third-party audits as needed to adequately assess the effectiveness of the program
- Assess effectiveness of the EHS System, tracking relevant performance metrics and implementing program modifications to address under-performing metrics

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Occupational Safety and Health, Safety Management, Industrial Hygiene, Environmental Engineering, Environmental Science or a directly related field, plus five years of work experience managing

---

**CLASS TITLE: DIRECTOR OF ENVIRONMENTAL, HEALTH AND SAFETY COMPLIANCE**

---

EHS compliance programs or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**

No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- environmental, health and safety (EHS) principles and practices
- environmental, health and safety programs and inspections
- applicable safety and occupational health laws and regulations
- applicable federal, state, and local laws, regulations, and guidelines

Moderate knowledge of:

- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- JUDGEMENT AND DECISION MAKING –Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

---

**CLASS TITLE: DIRECTOR OF ENVIRONMENTAL, HEALTH AND SAFETY COMPLIANCE**

---

- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
January, 2014