



PROVEN.

Position: Safety, Security and Risk Manager

Position Summary: Provide leadership for the College's safety, security, risk management and compliance efforts at all locations which includes loss prevention, risk management, student, staff and public security, parking enforcement, and environmental and safety programs. Interact with all staff, students, and College leadership, local law enforcement agencies, fire departments, and appropriate agencies on matters related to safety and security. Assure the college has comprehensive safety and security programs and complies with federal, state and local regulations. This is a Leadership position reporting to the Director of Human Resources.

Responsibilities/Expectations/Accountability/Duties:

- Expectations
 - Focus all actions and decision-making in alignment with the College Vision, Mission and Strategic Plan.
 - Create and support an environment that focuses on value added learning.
 - Demonstrate the College values of commitment, collaboration, trust, respect, excellence, and accountability.
 - Promote excellence through continuous process improvement and the creative pursuit of new ideas, partnerships and systems.
 - Demonstrates commitment to service excellence standards.
 - Work collaboratively with colleagues and community partners.
 - Plan, communicate, motivate, measure and lead effectively.
 - Assist in seeking outside resources through grant acquisitions and CVTC Foundation fundraising.
 - Participate in professional development and life-long learning endeavors.
- Accountability
 - Supervise and coordinate college-wide safety and security efforts to ensure safety of students, staff and visitors.
 - Develop, coordinate and implement environmental, occupational, health and safety programs.
 - Direct and maintain Risk Management and Emergency Response Plans.
 - Oversee parking services, procedures and enforcement.
 - Coordinate security, safety and environmental policies, procedures, requirements, and reporting for various regulatory agencies; serve as the contact for regulatory agencies.
 - Coordinate safety and compliance training needs
 - Provide leadership to the safety committee with an emphasis on risk reduction, education, regulations, and monitoring the effectiveness of safety efforts on campus.
 - Represent College at statewide WTCS Risk Management meetings and serve on related committees.
 - Act as an independent review and evaluation body to ensure compliance issues/concerns within the organization are being appropriately evaluated, investigated, and resolved.
 - Remain current with all government and regulatory requirements pertaining to health safety, environment and record retention.
 - Serve as a resource person for departments/committees addressing safety, security, compliance, and risk management.
 - Keep senior administrative staff and College community informed of security and safety issues.
 - Represent the college and coordinate law enforcement and loss prevention activities. Investigate and prepare materials for evidence and write reports as requested by local, state and federal agencies.
 - Plan, organize and supervise training of staff in loss prevention, security and safety.
 - Supervise department staff which includes interviewing, hiring, scheduling, provide work direction, evaluate and conduct performance reviews.
 - Maintain confidentiality.
- Responsibility
 - Prepare guidelines for use in emergencies (such as bomb threats, civil disorders, fire and building evacuation) and ensure their compliance with college policies and procedures.
 - Assess and analyze environmental risks
 - Oversee hazardous materials program including compliance with communication and disposal guidelines.
 - Ensure policies and procedures (related to safety, security, parking and risk management) are created, maintained and communicated/trained.
 - Manage the building security systems (as well as fire alarms, etc.) and serve as the point of contact for emergency response information.
 - Conduct security and building inspections and recommend preventative and corrective measures.
 - Investigate violations
 - Prepare reports relating to security, safety or environmental concerns as needed.
 - Analyze and interpret laws, rules and regulations which may impact the college's campus safety and security.
 - Plan, recommend and implement annual budget.
 - Relate successfully with students and staff of diverse cultural, social or educational backgrounds

Necessary Knowledge, Skills and Abilities:

- Working knowledge and expertise of workplace security management including principles, practices, regulations and techniques.
- Working knowledge and expertise of risk management including principles, practices, regulations and techniques.
- Working knowledge of security systems, access control systems, fire alarm systems and other technologies.
- Knowledge of OSHA, EPA, DNR, DOC regulations and compliance
- Ability to become CPR/AED certified and to complete First Responder or advanced first aid courses and requirement to maintain certifications.
- Demonstrated ability to manage projects from inception to completion.
- Excellent interpersonal and communication skills and the ability to interpret and explain information to a variety of persons and groups.
- Ability to work effectively in a team environment as well as the ability to work independently toward department goals.
- Proven ability to resolve conflicts.
- Knowledge and skill with technology including computer software programs for data collection, decision making, communication, etc.
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds and abilities, community agencies, and the general public.
- Ability to use judgment, discretion, and decision making skills in dealing with confidential and sensitive issues.
- Ability to work a flexible schedule (be available on a call-in basis in the event of emergencies) and travel to various campuses.
- Employment with CVTC is contingent upon successful completion of background check(s).

Necessary Training and Experience:

- Bachelor's Degree in related field (such as Safety/Environmental, Risk Management, Criminal Justice, etc.) required.
- Master's degree preferred.
- Six years of related work experience (such as safety, risk management, security, etc.) required.
- Minimum of two years management and supervisory experience required.

Position Details

Expected Start Date: As soon as possible

Position Status: Full-time leadership position

Location: This position is located at the Business Education Center, Clairemont Campus in Eau Claire and provides services to all our campuses throughout the eleven county district.

Work Hours: Salaried position

Salary: The salary range for this position is \$56,500 - \$83,000. This represents a 48-week contract spread over a 52-week fiscal year.

Benefits:

- Health and dental insurance
- Life and long-term disability insurance
- Wisconsin Retirement System
- 403(B) tax deferred annuity program
- 457 deferred compensation plan
- Section 125 flexible spending accounts
- Paid holidays (10 days), personal (4 days) and sick leave
- Four weeks of non-contract time (vacation) annually

APPLICATION MATERIALS REQUESTED TO BE RECEIVED BY 4:00 PM THURSDAY, SEPTEMBER 16TH, 2010

A CVTC Application for Employment form, cover letter, resume and transcripts are requested. Copies of transcripts are acceptable during application process. Upon hire official transcripts of all undergraduate and professional education may be required. Obtain a CVTC [Application for Employment](#) form on-line by contacting:

www.cvtc.edu/employment

Human Resources
Chippewa Valley Technical College
620 West Clairemont Avenue
Eau Claire, WI 54701-6162
Fax: 715-833-6451

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator. In compliance with the Americans with Disabilities Act, the College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

Mission Statement

Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

Vision Statement

Chippewa Valley Technical College will be a dynamic community partner dedicated to adding value through learning and student success.