



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 12/18  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Manager, Environmental Health & Safety

### **JOB SUMMARY**

This position is responsible for assisting the Director of Environmental Health & Safety in developing, implementing and continuously improving Risk Management programs throughout the Denton, Dallas and Houston campuses. These programs include environmental protection, safety, occupational health, accident prevention, and fire prevention. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Environmental Health & Safety

*Supervises:* No supervisory duties

### **ESSENTIAL DUTIES** - *May include, but not limited to the following:*

- Manages a portfolio of EH&S programs potentially including but not limited to Regulated Waste, Hazard communication, Hazardous Energy Control, Respiratory Protection, Confined Space Entry, Electrical Safety, Fall Protection, Chemical Hygiene/Lab Safety Program, Industrial Hygiene, etc.
- Develops EH&S training sessions for faculty and staff at all levels of the university, as well as students as necessary.
- Manages various EH&S web-based systems, including those for safety data sheets (SDSs), hazardous workplaces, compliance inspections, and chemical inventory.
- Ensures the university obtains and complies with environmental permits (stormwater, wastewater, air emissions).
- Prepares and submits environmental reporting (EPCRA Tier II, Annual Hazardous Waste Reports, Annual MS4 Permit Reports, etc.).
- Supervises the job hazards assessment process for workplaces/job tasks across campus; including identifying required engineering and administrative controls and PPE.

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- Manages workplace inspections on campus, including leading inspections of complex/high hazard workplaces.
- Manages system to track corrective and preventative actions to completion, assisting departmental contacts with implementation as necessary.
- Coordinates EH&S Specialist, Technician, as well as intern and student worker activities as necessary.
- Reviews proposed research and construction projects to determine the impact on EH&S and risk management programs.
- Assists with liaison to federal, state and local authorities in matters related to EH&S compliance.
- Manages inspection, testing and maintenance of various EH&S and life safety equipment including fire alarms, fire extinguishers, fire suppression systems, eyewash stations, emergency showers, chemical fume hoods, exit signs, emergency lights, emergency generators, fall protection systems, etc.
- Manages various outside consultants and contractors engaged in safety equipment maintenance and inspections, regulated waste disposal, etc.

#### **ADDITIONAL DUTIES**

- Assists in emergency preparedness and response activities as necessary.
- Serves on various university committees as necessary to support the committees and Risk Management's work.
- Stays current on new ideas and techniques in the EH&S field through such means as reading governmental and professional publications, attending seminars and conferences, and maintaining professional certifications.
- Performs other duties as requested.

#### **EDUCATION**

Bachelor's degree in environmental science, health & safety, risk management, chemistry, biology or related fields. CHMM, ASP, CSP or similar certification strongly preferred.

#### **EXPERIENCE**

Five years experience managing environmental, health & safety issues. Experience working in laboratory environments and/or higher education setting strongly preferred.

#### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Understanding of both theoretical and practical aspects of EH&S compliance and management, preferably in a university environment.
- Familiarity with OSHA, EPA, TCEQ, DOT and other applicable regulatory requirements and programs.
- Ability to interpret and distill dense regulatory documentation, and communicate the applicable requirements to all levels of the University.
- Strong background in applicable scientific and mathematical concepts and application.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with members of the university community.
- Strong communications skills (interpersonal and public speaking), strong written communication, and good customer service skills.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to manage multiple tasks simultaneously, and manage time wisely.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to ascend and descend stairs and ladders, and ability to lift and/or move up to 40 pounds. The employee is required to be on-call.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. The position is required to work in a variety of environments, but generally for a low percentage of the overall work week/year. Work is normally performed in a typical interior work environment. Employees work outdoors and may not be protected from weather conditions. There is sufficient noise to cause you to shout in order to be heard above the noise level. Conditions may affect the respiratory system, such as fumes, odors, dusts, mites, gases, or poor ventilation. Hazards include a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current,

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working on scaffolding and high places, or exposure to chemicals. Employees are frequently exposed to contagious or infectious diseases. There is air or skin exposure to oils or other fluids. Works in laboratories with animals.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***