



DATE ISSUED: 10/16
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Senior Technician, Environmental Health & Safety

JOB SUMMARY

This position assists in the overall implementation of Environmental Health & Safety (EH&S) programs at TWU. Major duties include implementing the equipment maintenance and inspection programs, conducting workplace inspections, coaching members of the university community on EH&S requirements, and responding to requests or EH&S concerns. 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 of Environmental Health & Safety

Supervises: No supervisory responsibilities

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

- Participates in workplace inspections either as part of a team or individually. Identified corrective and preventive actions as necessary.
- Coaches members of the university community on EH&S requirements, including through one-on-one interactions and formal training sessions as appropriate, emphasizing the benefits of compliance to the individual.
- Maintains EH&S equipment inspection and reporting system.
- Calibrates and maintains EH&S sampling/monitoring equipment; and coordinates testing/calibration of equipment by outside contractors (including IAQ equipment and electrical PPE and other insulated equipment).
- Performs safety equipment (e.g. fire alarm, sprinkler/fixed extinguishing, fire extinguisher, lab hoods, etc.) work order response/tracking, as well as coordinating inspections and maintenance activities with relevant contractors.

- Issues/manages university permits for hot work, grilling, live electrical work, confined space entry, etc.
- Performs hazardous waste management activities (hazardous, biomedical, radiological, asbestos, and special wastes).
- Coordinates and, as necessary, conducts various inspections and tests including but not limited to the following:
 - Monthly fire extinguisher inspections
 - Monthly exit sign inspections/tests
 - Monthly and annual emergency light tests
 - Weekly eye wash/shower inspections
 - Annual fire door inspections
 - Fire damper inspections/testing
 - Monthly fire pump testing
 - Annual personal fall arrest system equipment inspections
 - Weekly hazardous waste storage location inspections
- Conducts firewall protection activities (construction work area inspections and permitting new penetrations).
- Ensures follow up/closure of issues identified during above inspections through relevant work orders and other means.

ADDITIONAL DUTIES

- Assists in emergency response to (e.g. spills/elevator entrapment) during working hours.
- Performs other duties as requested.

EDUCATION

Associate's degree or equivalent combination of education and experience.

EXPERIENCE

Two years' experience in testing and servicing fire protection equipment as well as working on other safety and emergency equipment. Experience conducting inspections, identifying corrective actions, and providing effective guidance/coaching to co-workers in EH&S or similar role. Experience working in a university EH&S and/or Risk Management department preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

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:*

- General knowledge of OSHA, EPA, TCEQ, NFPA, and other applicable regulatory requirements.
- Ability to establish and maintain effective work relationships with members of the university community.
- Interest in and willingness to cross-train in other areas of the EH&S/Risk Management field.
- Ability to get along with others, follow directions, and work well under stressful conditions.
- Ability to work a defined schedule, and have the ability to meet deadlines.
- Ability to coordinate work with other employees, including student employees, providing direct instruction or supervision as assigned.
- Ability to use a personal computer and other office equipment, including university related 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.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors/outdoors. The noise level in the work environment is low to moderate. Exposure to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and

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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.