



DATE ISSUED: 09/16
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Environmental Health & Safety Specialist

JOB SUMMARY

This position is responsible for assisting the Director of Environmental Health & Safety in implementing and maintaining 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: Student employees/Interns

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

- Coordinates day-to-day aspects of Risk Management/EH&S programs (Hazard Communication, Hazardous Energy Control, Respiratory Protection, Confined Space Entry, Electrical Safety, Fall Protection, Chemical Hygiene/Lab Safety Program, Industrial Hygiene, Environmental Management System, etc.).
- Presents EH&S training sessions to faculty and staff at all levels of the university, as well as students as necessary.
- Maintains safety data sheets (SDSs) and university-wide hazardous chemical inventory in web-based systems.
- Performs tasks associated with maintaining compliance with environmental permits (stormwater, wastewater, air emissions).
- Performs regulated waste program tasks (hazardous, biomedical, radiological, asbestos, and special wastes), including waste collection events and inspections storage locations.
- Assists with environmental reporting (EPCRA Tier II, Annual Hazardous Waste Reports, Annual MS4 Permit Reports, etc.).

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- Develops and maintains job hazards assessments for workplaces/job tasks across campus; including identifying required engineering and administrative controls and PPE.
- Assists departments to develop, verify, and maintain machine-specific Hazardous Energy Control (lockout) procedures.
- Performs employee respiratory fit testing and coordinates audiometric testing.
- Conducts regular inspections of workplaces on campus independently, participates in inspections of complex/high hazard workplaces as part of a team.
- Tracks corrective and preventative actions identified during inspections to completion, assisting departmental contacts with implementation as necessary.
- Conducts air quality and noise monitoring as needed and/or requested by departments.
- Assists with investigation of selected campus injury incidents and identification of corrective and preventative actions to ensure campus safety.
- Coordinates intern and student worker activities as necessary.

ADDITIONAL DUTIES

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

EDUCATION

Bachelor's degree in environmental science, health & safety, risk management, chemistry, biology or related fields. OSHA 10-Hour or similar certifications preferred.

EXPERIENCE

Two years' of experience in environmental compliance, health & safety, risk management or related fields preferred. Experience working in laboratory environments or higher education setting preferred.

REQUIREMENT

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:

- Foundation in basic scientific and mathematical concepts and application.

- Strong communication skills (interpersonal and public speaking), strong written communication, good customer service skills.
- Ability to manage multiple tasks simultaneously, and manage time wisely.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with members of the university community.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Experience using Windows and Microsoft Office (preferably including Access).
- 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 occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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.

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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.