JOB DESCRIPTION

TITLE
Director, Environmental, Health & Safety

JOB SUMMARY
The Director of Environmental, Health & Safety (EH&S) leads the Office of EH&S within the Department of Risk Management at Texas Woman's University. Requires expert knowledge and experience in environmental protection and occupational safety and health rules, regulations, policies and procedures. The position is directly responsible for establishing and enforcing necessary policies and procedures to ensure that the university complies with local, state and federal regulations. Duties include establishing programs to identify, evaluate, and control known and potential hazards to the university community (faculty, staff, students, and visitors). Develops programs, procedures and related employee training in compliance with applicable regulations, consensus standards, and best management practices. The Director works with considerable independence under the general direction of the Executive Director of Risk Management. Also coordinates the proper handling and disposal of regulated wastes (hazardous, universal, biomedical, radioactive, used oil, asbestos, etc.). This position works closely with other offices within the Department of Risk Management to achieve strategic initiatives. The performance evaluation is conducted through the performance evaluation system and in accordance with the university policies and procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director of Risk Management
Supervises: EH&S Specialists, Senior Risk Management Technician

ESSENTIAL DUTIES - Include, but not limited to the following:

- Directs the development, implementation and maintenance of campus EH&S programs, including: life safety, regulated wastes, chemical and laboratory safety, radiation safety, industrial hygiene, hazard communication, hazardous energy control (lockout/tagout), bloodborne pathogens, confined space entry, fall protection, electrical safety including NFPA 70E, hearing conservation, personal protective equipment including respiratory protection, asbestos and lead-based paint management, indoor air quality, industrial
hygiene, ergonomics, stormwater permit and SPCC plan, wastewater discharge, air emissions, etc.

- Manages required inspection, testing and maintenance of various EH&S and life safety equipment is conducted; including fire alarms, fire extinguishers, fire suppression systems, area of refuge equipment, eyewash stations, emergency showers, chemical fume hoods, exit signs, emergency lights, emergency generators, fall protection systems, etc.
- Manages workplace inspection program throughout university operations; identifies necessary corrective actions and tracks them to completion, following up with responsible departments as necessary.
- Keeps current on new ideas and techniques in the EH&S field through governmental and professional publications, attending seminars and conferences, and maintaining professional certifications.
- Leads the academic safety culture initiative, including working with the cross-functional committee to implement the recommendations of the APLU safety culture guidelines.
- Supports review of proposed construction and other projects to determine the impact on EH&S and risk management programs.
- Serves as liaison with federal, state and local authorities in matters related to EH&S compliance.
- Plans, directs, administers, and evaluates operations and budgets for the university’s EH&S programs.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with university policies and procedures.

**ADDITIONAL DUTIES**

- Serves as primary alternate to the university emergency manager in emergency situations.
- Serves on university Safety Committee, Emergency Management Planning Committee, Radiation Safety Committee, Biosafety Committee, Recycling and Sustainability Committee, and others as necessary to support the committees’ and Risk Management’s work.
- Supervises emergency response activities including elevator entrapment, spill/release response activities for regulated wastes, oils, etc.
- Updates web and social media content.
- Performs other duties as requested.
EDUCATION

Bachelor’s degree in environmental science, occupational health/safety, chemistry, biological science or related field required. Master’s degree preferred.

EXPERIENCE

Minimum of 5 years’ of progressively responsible experience managing environmental health and safety issues in a complex environment. Experience in university or laboratory settings 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 from 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:

- Requires a thorough understanding of both theoretical and practical aspects of EH&S compliance and management, preferably in a university environment.
- Ability to interpret regulatory documentation and communicate the applicable requirements to all levels of the university.
- Knowledge of principles, theories, and practices of chemistry such as composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, etc.
- Knowledge of applicable laws, rules, regulations and consensus standards; including but not limited to OSHA, EPA, TCEQ, DOT and NFPA.
- Knowledge of principles and practices of industrial hygiene; including equipment and applicable measurement and/or sampling methods and technologies.
- Demonstrated commitment to continuous improvement in the EH&S function, including development of approaches for implementation of an idea, program or change in operations.
- Excellent communication skills, both verbally and written, including significant experience presenting/providing training to various audiences.
- Ability to maintain effective working relationships with employees at all levels of the university’s organization.
- Ability to set priorities for own workload based upon such factors as strategic objectives, work schedule, knowledge of future needs, etc.
• 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. Ability to ascend and descend a ladder and crawl in small spaces (if required) and/or (roofs).

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors/outdoors. The noise level is usually moderate to loud. 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 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: _____________.

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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.