



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 02/09  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Director, Environmental, Safety and Health

### ***JOB SUMMARY***

Serves as the chief assistant and adviser to the University's Risk Manager on issues that relate to life sciences as they impact the University environment. Requires expert knowledge and experience in occupational safety and health rules, regulations, policies and procedures. Assists in establishing and enforces industrial hygiene and health compliance policies and procedures to assure that departments comply with local, state and federal regulations. Performs advanced professional work in support of the University's Environmental Safety and Health Program. Duties include performing field investigations leading to the recognition, evaluation, and control of chemical or biological contaminants as a part of a comprehensive safety program which assures that Texas Woman's University provides a safe and healthy work and learning environment for its student, faculty and staff. Complies with all current safety and health standards and advances initiatives to reduce the carbon footprint. The Director works with considerable independence under the general direction of the Associate Vice President of Facilities Management/Risk Manager and/or assigns. Also coordinates the monitoring, recording, and handling of hazardous materials and/or controlled substances with the University's Radiation Safety Officer, the University's life sciences departments, and applicable outside agencies. Work is performed under considerable independence and performance evaluation is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Associate Vice President of Facilities Management

*Supervises:* Campus Additional Safety Officers  
(Indirectly)

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

- Advises the AVP of new federal, state or local regulations that may impact the University, i.e., NIMS, FEMA, EPA, Homeland Security, or state and local initiatives.

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- Directs the development, implementation and maintenance of campus environmental health and safety programs, including hazardous waste management, chemical and laboratory safety, radiation safety, and all aspects of the University's industrial hygiene plan.
- Assists in assuring the successful implementation and maintenance of TWU's risk management program, to include insurance, workers' compensation, and claims administration.
- Provides leadership and direction in policy development and attainment of goals and objectives.
- Performs risk analysis for all campuses.
- Directs the review of proposed research and construction projects to determine the impact on environmental health and safety and risk management programs.
- Consults with managers, executives, and employees to identify problems, develop improvements, create and maintain quality standards.
- Develops corrective methods, controls, and procedures to improve work environment;
- Coordinates and maintains the University's Hazardous Communications Program, Storm Water Management, and Emergency Management and Business Continuity Plans.
- Assures that Hazardous Waste Manifest, Material Safety Data Sheets, etc. are correctly processed in a timely manner and all records must be maintained in the specified locations and in the FMC central file management system.
- Works with the Director of Physical Plant and the AVP to coordinate activities relating to green initiatives that measure and/or reduce TWU's carbon footprint.
- Investigates industrial hygiene concerns and exposures of employees, students, etc., and University departments and schools operations relating to hazardous substances, noise, light, and environmental stresses; makes recommendations on the same.
- Performs research studies of hazardous materials and develops University-wide programs to ensure standardization of control and disposal procedures.
- Serves as liaison with federal, state and local authorities in matters related to environmental safety and risk management; ensures compliance with OSHA, ANSI, NFPA, EPA, CERCLA, TDH, and other governmental regulations.
- Introduces and interprets, for University departments, various Federal, State, Local, and industry-recognized rules, regulations, and procedures governing hazardous materials and safety that may impact TWU.
- Develops techniques for the field collections and correlation of toxic and noxious substances and/or provides oversight of vendors doing the same.
- Coordinates University activities with professional outside consultants and contractors in the areas of toxic waste disposal and laboratory analysis.
- Assures the accomplishment of inspection and testing of fire extinguishers, sprinkler and annunciation systems, eyewash stations, emergency showers, fire sprinkler systems, fire pumps, fume hoods, exit lights, emergency lights and generators, life safety egresses, etc.
- 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 the University Policies & Procedures.

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### **ADDITIONAL DUTIES**

- Provides applicable and necessary training/certification (i.e., driver authorizations, hot work permits, fork lift, etc.), new employee orientations for safety and CPR, AED, first aid, etc.
- Selects and operates industrial hygiene testing equipment appropriate to accomplish the required analysis.
- Maintains detailed records associated with the specific duties within the safety program.
- Keeps current on new ideas and techniques in the industrial hygiene field through such means as reading governmental and professional publications, attending seminars and discussing related issues with other safety professionals.
- Participates in laboratory audits and follow up inspections relating to radiation safety.
- Performs fume hood flow-rate evaluations; participates in in-house audits of radiation safety facilities.
- Provides assistance with environmental monitoring; provides assistance with the coordination of cleanup of radioactive spills in the absence of primary personnel.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in chemistry, industrial hygiene or a related field required. Masters degree preferred.

### **EXPERIENCE**

Minimum of five years experience in environmental safety, chemistry, biological science, occupational health, or industrial hygiene with a Bachelor's degree, minimum of three years experience with a Masters degree. Other combination of experience and education that meet the minimum requirements may be substituted.

### **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 an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline.
- 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 agency, professional and/or industry standards and practices.
- Knowledge of applicable laws, rules, regulations and/or policies and procedures.
- Knowledge of principles of production, processing, storage, and distribution of manufactured goods.
- Knowledge of applicable measurement and/or sampling methods and technologies.
- Knowledge of principles and practices of industrial hygiene.
- OSHA, ANSI, NEC, NFPA, EPA, CERCLA, RCRA, TSCA, and General Industry Safety Standards.
- Industrial hygiene testing equipment, supplies, and personal protective equipment.
- Principles of program management sufficient enough to interpret and coordinate the University's involvement EPA, NIMS, FEMA, and/or Homeland Security requirements and regulations.
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Provides consultation and/or expert advice or testimony.
- Deals with people in a manner which shows sensitivity, tact and professionalism.
- Develops approaches for implementation of an idea, program or change in operations
- Apply the principles of industrial hygiene to include recognition, evaluation and control of recognized hazards.
- Communicates orally in the English language with individuals in face-to-face, one-on-one setting or by telephone.
- Speaks and writes clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally or in writing.
- Establishes and maintains effective working relationships with employees at all levels of the University's organization.
- Operate chemical, biological, and physical hazard sampling equipment.
- Work safely without presenting a direct threat to self or others.
- Establishes priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future needs, etc.
- Comprehends and makes inferences from written material.
- Conducts regular inspections of facilities, equipment, and hazardous work materials (i.e., solvents, pesticides, chemicals, etc.) to ensure compliance with safety standards.
- Provides frequent, technically and politically accurate, and succinct briefings in oral, written, or presentation formats.

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- 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 climb a ladder and crawl in small spaces (if required) and/or (roofs).

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. The employee may be exposed to inclement weather including cold and heat.

**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:** \_\_\_\_\_

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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.***