

Job Template: Environmental Health & Safety Specialist 1

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 1
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: F40000

P3: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance
- Alter the order in which work or a procedure is performed
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice
- May specifically supervise several student employees

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under limited supervision

→ *Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice

→ *Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes
- Serves as the advanced resource to whom more junior employees go to for technical guidance

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COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Handles a variety of work situations that are cyclical in character, with occasionally complex situations
- Issues are regularly varied
- Problems tend to be technical or programmatic in nature

→ Course of Resolution

- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience

→ Measure of Creativity

- Issues are solvable through deep technical know-how and imaginative workarounds
- Most of the obstacles, issues or concerns encountered require considering alternative practice or policy interpretation

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Regularly provides information on finished materials to others

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards
- Incumbents have an indirect impact on a larger action or process; such as serving as a single component in an approval process, where the process is “owned” by a different work unit
- May be designated to guide or organize the work of several student employees within the unit

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Job Template

GENERAL SUMMARY

Provides technical services for the Department of Environmental Health and Safety in one or more of the following program areas: Biological Health and Safety, Chemical Health and Safety, Occupational Health and Safety, Radiation Safety, and Environmental Compliance.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general supervision of a supervisor or manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Monitors University compliance with applicable regulations and University policies in one or more program areas through collection of appropriate data and records, and surveys of laboratories and other University facilities and operations, as needed.
- Provides consultation and training to the University community regarding appropriate procedures, controls, regulations, and policies regarding safe laboratory practices, activities, equipment, and environmental conditions that might have an impact on environmental health and safety.
- Conducts moderately complex surveys of University facilities and operations for existing hazardous or non-compliant conditions.
- Operates, maintains, and calibrates environmental health and safety monitoring and testing equipment.
- Administers technical training programs regarding environmental health and safety for University staff, as required by regulation, University policy, or departmental directive.
- Participates in the review of standard operating or experimental procedures and the development of safety guidelines, communications, and educational information pertaining to environmental health and occupational safety.
- Compiles data and develops reports related to laboratory and other environmental health and safety information.
- Investigates and submits written reports on incidents involving environmental health and safety matters.

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- Provides services related to handling, storage, and disposal of hazardous materials.
- Responds to emergencies involving hazardous incidents to aid in remediation efforts on-site, as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Environmental Health and Safety or other closely related field.
- One years of experience in the field of health and safety or working in a research, teaching, diagnostic/clinical or quality control laboratory.
- OR
- Associate's degree in Environmental Health and Safety or other closely related field.
- Three years of experience in the field of health and safety or working in a research, teaching, diagnostic/clinical or quality control laboratory.

COMPETENCIES

Knowledge of:

- Applicable laws, regulations, and nationally recognized standards and guidelines, as related to specialized environmental health and safety functions
- Environmental health and safety hazard identification and monitoring equipment
- Engineering control systems and testing equipment
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Respond promptly in-person to all campus locations requiring environmental health and safety services
- Maintain databases to ensure accurate inventories of regulated/hazardous materials and waste

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- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Coordinate regulated material/waste delivery and/or collection
- Communicate proper regulated material/waste management practices
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to supervisor

Job Template: Environmental Health & Safety Specialist 2

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 2
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: F40001

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

Job Template: Environmental Health & Safety Specialist 2

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 2
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: F40001

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

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FLSA Status: E	Job Code: F40001

- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

Job Template

GENERAL SUMMARY

Organizes and provides advanced specialized technical services and compliance with environmental regulations and standards for the Department of Environmental Health and Safety in one or more of the following program areas: Biological Health and Safety, Chemical Health and Safety, Occupational Health and Safety, Radiation Safety, and Environmental Compliance.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or manager. Serves as a lead worker to employees who perform similar functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Develops strategy for, and conducts, complex surveys of University facilities and operations for hazardous conditions and potential violations of applicable federal, state, and local environmental health and safety standards and guidelines.
- Develops and administers training programs in specialty technical areas for University staff, as required by regulations, University policies, and departmental directives.
- Inspects and monitors locations, work sites, equipment, work practices and procedures for compliance with established environmental health and safety rules, regulations, and University policies.
- Provides interpretations of rules and regulations pertaining to environmental compliance, health, and safety to University administration and staff.
- Develops systems and procedures for the acquisitions of appropriate regulatory data and assures appropriate information is collected.
- Directs and administers the preparation and maintenance of mandated regulatory records.

Job Template: Environmental Health & Safety Specialist 2

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 2
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: F40001

- Supervises and administers procurement, reception, and distribution of regulated/hazardous materials arriving at or departing from the University as needed.
- Develops safety guidelines, official announcements, related communications, and educational materials, as appropriate.
- Coordinates abatement action programs with regulatory and consultant agencies, as appropriate.
- Participates in the development of policies and procedures to ensure compliance with environmental regulations, health and safety standards, and best management practices.
- Responds to emergencies involving regulated/hazardous materials and directs remediation efforts on-site, as needed.
- Investigates and submits written reports on incidents involving environmental health and safety matters and remediates, or directs remediation efforts, as needed.
- Provides technical services related to the handling, storage, removal, and disposal of regulated/hazardous materials, as needed.
- Provides expert technical consultation to University staff regarding appropriate environmental health and safety parameters and needs of proposed experiments or procedures.
- Leads professional and student staff.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Environmental Health and Safety or related field.
- Four to five years environmental compliance, health and safety, or related field. One year of experience must be serving in an advanced capacity.

COMPETENCIES

Knowledge of:

- Applicable laws, regulations, nationally recognized standards and guidelines, as related to specialized environmental health and safety functions of the position
- Environmental health and safety hazard identification and monitoring equipment
- Environmental health and safety risk assessment and hazard controls

Job Template: Environmental Health & Safety Specialist 2

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Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 2
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: F40001

- Engineering control systems and testing equipment
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Respond to all campus locations requiring environmental health and safety services
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Generate and distribute reports
- Coordinate regulated material/waste delivery and/or collection
- Implement procedures, plans, processes, best practices, and safety standards
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Environmental Health & Safety Specialist 3

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 3
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F40002

P5: Level Standards

GENERAL ROLE

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of specialization.
- Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues tend to be operational in nature.

→ *Course of Resolution*

- Identifies issues and gathers facts.
- Must understand the smallest details of an assigned area.

Job Template: Environmental Health & Safety Specialist 3

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 3
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F40002

→ Measure of Creativity

- Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect a department or a project outcome with department/office impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Environmental Health & Safety Specialist 3

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 3
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F40002

Job Template

GENERAL SUMMARY

Handles the more complex and technically difficult programs, hazard assessments, or unique issues that have significant impact in one or more of the following Environmental Health and Safety (EHS) program areas: Biological Health and Safety, Chemical Health and Safety, Occupational Health and Safety, Radiation Safety, and Environmental Compliance.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or manager. Serves as a lead worker to employees who perform similar functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Administers a specialized subset of an EHS Section's responsibilities often comprising of University wide program(s). Plans and performs and/or oversees inspections and other activities on a scheduled routine to assure regulatory compliance.
- Performs risk assessments using a variety of complex evaluation methods, which may require solving problems inherent with protocols, processes, or project activities. Makes initial determinations, evaluates need for further information, and recommends the appropriate protective measures and implementation methodology.
- Reviews protocols, processes, or projects involving occupational, chemical, biological, environmental or radiological risks to ensure design meets regulatory requirements and provides adequate protective measures.
- Within area of EHS specialization, provides guidance, oversight, compliance assurance review, area monitoring, and support for University activities related to compliance with University policies; federal, state, and local regulations; and regulatory permits, licenses, and registrations.
- Represents EHS Section manager or department. Serves as point of contact to the University community and outside agencies and other stakeholders on EHS compliance issues within area of expertise.
- Maintains vendor relationships as well as coordination of vendors and vendor services.
- Prepares reports regarding the area of specialization or services.

Job Template: Environmental Health & Safety Specialist 3

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Specialist 3
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F40002

- Responsible for recording, tracking, maintenance and/or supervision of documentation of compliance records and activity reports, such as calendar of regulatory requirements, regulated material determinations and profiles, shipments, storage, facility inspection reports and audits, resolutions, and training files.
- Trains and/or arranges training sessions for EHS staff and other University personnel as required under federal and state regulations or University policies. Develops informational and educational materials for training, presentation or publication purposes.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Environmental Health and Safety or related field.
- Five to six years environmental compliance, health and safety or related field. Two years of experience must be serving in an advanced capacity.

OR

- Master's degree in Environmental Health and Safety or related field.
- Three to four years of related experience in environmental health and safety. Two years of experience must be serving in an advanced capacity.

COMPETENCIES

Knowledge of:

- Applicable laws, regulations, nationally recognized standards and guidelines, as related to specialized environmental health and safety functions of the position.
- Environmental health and safety hazard identification and monitoring equipment
- Environmental health and safety risk assessment and hazard controls
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

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Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F40002

- Respond to all campus locations requiring environmental health and safety services
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Generate and distribute reports
- Coordinate regulated material/waste delivery and/or collection
- Implement procedures, plans, processes, best practices, and safety standards
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Environmental Health & Safety Manager

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F40003

M6: Level Standards

GENERAL ROLE

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

- Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
- Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
- Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
- Distribute work and monitor workload among staff.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
- May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures.
- Understands the smallest details of an assigned area.

→ *Job Controls*

Job Template: Environmental Health & Safety Manager

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F40003

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

→ *Course of Resolution*

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

→ *Measure of Creativity*

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

SCOPE AND MEASURABLE EFFECT

- Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Actions may have high-risk compliance or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Environmental Health & Safety Manager

Occupational Group	Institutional Operations
Job Family	Health and Safety
Job Path	Environmental Health and Safety
Job Title	Environmental Health & Safety Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F40003

Job Template

GENERAL SUMMARY

Develops and manages environmental health and safety programs and policies to promote environmental health and safety and University-wide compliance with federal, state, and local regulations and nationally recognized standards. Supervises the activities of professional employees within a major program area section of Environmental Health and Safety.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a director. Manages the day-to-day operations of a specialty area and its employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Manages the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Develops and implements policies, programs, and procedures that combine elements of training, consultation, risk assessment, hazard control, and inspection.
- Provides expert technical consultation to University faculty, staff, and students regarding environmental health and safety matters.
- Develops, implements, and administers technical training programs for faculty, staff, and students to comply with federal, state, and local regulations.
- Supervises and administers procurement, reception, and distribution or shipping of regulated hazardous materials arriving at or departing from the University
- Conducts project, procedure, and plan reviews to assess environmental health and safety risks; provides recommendations for improving the health and safety of faculty, staff, students, and the public. Prepares environmental health and safety status reports on current programs and activities.

Job Template: Environmental Health & Safety Manager

Occupational Group	Institutional Operations
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Job Title	Environmental Health & Safety Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F40003

- Develops and maintains program budget for administration and management of environmental health and safety programs.
- Serves as the lead liaison on behalf of the University in interactions with local, State, and Federal regulatory agencies in environmental health and safety program area matters.
- Inspects and/or manages the inspection of University work facilities and equipment. Consults with principal investigators, faculty, and supervisors to determine if planned experiments, research activities, maintenance, repair, construction and renovation, or any other University-sanctioned work activities conform to environmental health and safety standards.
- Reviews and modifies existing environmental health and safety programs and their application
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Environmental Health and Safety or related field.
- Seven years of related experience. One year of experience must be: (1) overseeing large projects OR (2) in a supervisory capacity over a small unit.

OR

- Master's degree in Environmental Health and Safety or related field.
- Five years of related experience. One year of experience must be: (1) overseeing large projects or a complex program OR (2) in a supervisory capacity over a small unit.

COMPETENCIES

Knowledge of:

- Principles and practices of employee supervision
- Applicable laws, regulations, and nationally recognized standards and guidelines, as related to environmental health and safety functions of the position
- Risk assessment and safety guidance
- Microsoft Office and related software applications

Skill in:

- Planning and organization

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- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Deliver presentations and conduct training
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Respond promptly in-person to all campus locations requiring environmental health and safety services
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management