

JOB INFORMATION

Effective Date	9/8/2023
Job Code:	2345
Job Title:	Coordinator, Environmental Health & Safety II (Environmental)
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Safety & Security
Job Family:	Safety
Job Summary	The Environmental Health and Safety Coordinator II (Environmental) provides support for, based on findings, environmental programs to reduce and eliminate the risk of exposure for students and university employees. Supports University compliance with regulatory agencies, state and national regulations in Environmental, and University of Houston System policies and regulations. Assists with reports and program development to maintain compliance in environmental programs. Coordinates with internal and external entities to provide environmental, services, and information.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Environmental Management, Environmental Science or other EHS related field. Must have completed 12 hours of college level chemistry coursework.	Required	
Master's Degree	in related discipline	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of experience in Environmental Health and Safety	Required	
Less than 3 yrs	of related Environmental Health and Safety experience	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	CHMM or CSP or CIH or ASP/GSP		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Critical knowledge and self analysis to determine when to recommend a subcontract for environmental and hazardous waste specialty areas to others with such expert experience. 	Skilled
<ul style="list-style-type: none"> Competent knowledge and ability to apply Federal, State statutes in environmental regulations. 	Proficient
<ul style="list-style-type: none"> Management skills to supervise technicians within environmental programs 	Skilled
<ul style="list-style-type: none"> Evidence of strong management skills and the ability to produce clear, concise written reports. 	Skilled
<ul style="list-style-type: none"> Ability to present classroom formatted training programs for all employees including services/crafts, faculty and administrators in environmental programs. 	Skilled
<ul style="list-style-type: none"> Ability to provide support for and evaluate the campus-wide Environmental Management System for all employees including services/crafts, faculty, and administrators. 	Skilled
<ul style="list-style-type: none"> Ability to calibrate, monitor, sample and analyze for environmental outfalls, hazardous waste, and air emissions. 	Skilled
<ul style="list-style-type: none"> Ability to provide support for all environmental programs. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Provide support and update environmental programs including written procedures to support regulatory compliance with requirements set by the EPA, TCEQ, and other governing agencies. Work closely with UHCL community regarding regulatory responsibilities and requirements. 	20%
<ul style="list-style-type: none"> Develops and maintains programs for hazardous chemical, biological, and radiological wastes. This includes participating in RCRA and DOT compliance, assisting with shipment coordination and preparation, moving hazardous waste to storage areas requiring the operation of a university vehicle, properly identifying and characterizing wastes, developing waste profiles for new waste streams, and conducting outreach for waste minimization efforts. 	20%
<ul style="list-style-type: none"> Maintains and supports programs for pollution prevention and spill response. Provides hazardous materials response support by participating in established programs through environmental sampling and spill response activities. 	10%
<ul style="list-style-type: none"> Maintains programs contributing to the Environmental Management System (EMS) per peer audit requirements for UHCL to achieve its environmental goals through consistent control of operations. 	10%
<ul style="list-style-type: none"> Assist with and evaluate environmental training presentations and outreach materials in the form of compliance guidance documents and standard operating procedures. Conduct training for students and institutional employees as deemed beneficial or required. 	10%
<ul style="list-style-type: none"> Produces annual and other reoccurring regulatory reports including the Annual Waste Summary, Tier II, and Pollution Prevention Plan. 	10%
<ul style="list-style-type: none"> Assures air emission compliance through maintenance of permit applications, exemption documentation, emissions calculations, and recordkeeping. Periodic review of campus-wide air emissions and update of emissions inventory. 	5%
<ul style="list-style-type: none"> Provide support during construction and renovation review projects specific to CWA, SPCC, CAA, and hazardous waste compliance. 	5%
<ul style="list-style-type: none"> Assist with the compliance of federal, state, and University of Houston Systems regulations pertaining to programs for animal use. Conducts inspections of all areas where animals are used and housed. 	5%

Essential Functions

Essential Function	% TIME
• Other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	Yes
Pulmonary Function Test:	Yes

PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description