

University of Houston – Clear Lake

Position Description

Job Title: **Environmental Health & Safety Coordinator**

Job Code: **2345**

Pay Grade: **040** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Industrial Hygiene, Environmental Management or other related field; must have completed 12 hours of college level chemistry coursework.	Master's degree in related discipline.
Experience	One year of related experience (internships, volunteer work and other such related experience will be considered).	Five years experience.
License/Certification		CIH, CSP

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Develops and implements Safety, Environmental, and Environmental Health Programs to reduce and eliminate risk of exposure for students and university employees. Ensures University compliance with regulatory agencies, state and national regulations, and UHS institutional policies and regulations. Completes reports to maintain compliance. Coordinates with internal and external entities to provide EH&S education, services and information.

Duties and responsibilities	% Time
Develop, interpret, implement, and communicate standards and programs for environmental health, safety, and the environment in accordance with Federal, State and UH System guidelines. Implement, maintain, and supervise EH&S programs developed for UHCL.	15
Provide industrial hygiene monitoring, indoor air quality monitoring, and other sampling as needed, develop reports on sampling findings and maintain records. Prepare all EH&S reports that are required by Federal and State institutions including the University. Investigation of work related incidents. Other related duties as assigned.	15
Review and advise on standards for new construction, renovations, modifications, and alterations of existing facilities. Including provisions for potentially hazardous building materials abatement. Coordinate with contractors to provide access and supervision when working in secured areas on safety related projects.	10
Oversee and conduct the inspection of properties and facilities to evaluate health, safety and environmental issues. Compile reports on recommendations for the hazards identified for review by the supervisor. Maintain records and perform scheduled follow-up inspections.	10
Develop, supervise and conduct safety and environmental training classes for students and institutional employees as deemed beneficial or required. Maintain attendance records.	10

Serve as Chairperson of the Safety and Health Committee. Oversee and manage committee budget and coordinate the expenditures in the Safety concern budget.	10
Inspection of laboratories and fume hoods for compliance. Compile reports on laboratory recommendations for the hazards identified for review by the supervisor. Maintain records and perform scheduled follow-up inspections.	10
Inventory wastes, schedule, coordinate, and consult on the removal and disposal of hazardous waste. Review and approve service contracts as determined. Responsible for coordinating, conducting and/or supervising spill containment, clean up and remediation for hazardous or environmentally damaging materials including SPCC plan. Responsible for compliance with applicable state and federal regulations pertaining to hazardous waste reporting, recordkeeping, container management, and Above Ground Storage tanks.	10
Inspect portable fire extinguishers and maintain records of the inspection dates, fire extinguisher locations, size and type of extinguisher and the required maintenance.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.