

JOB INFORMATION

Effective Date	10/20/2021
Job Code:	2343
Job Title:	Environmental Health and Safety Technician
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Safety & Security
Job Family:	Safety
Job Summary	Support Risk Management to implement a variety of laboratory and environmental based programs. Inspect laboratories for biological, chemical and radiological hazards. Track violations and communicate with faculty and/or students about the corrective actions when needed. Maintain record keeping and follow-up. Provide and maintain door warning signage. Assist developing SOP for laboratories. Inspect laboratory waste processes and oversee hazardous and non-hazardous waste stream disposals. Assist with waste management disposals across campus. Assist with laboratory safety course enrollment and training events. Respond to small spills.

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	
High School Diploma or GED	Two years of college course work with the intention of earning a Bachelor's degree in Chemistry, Safety, Industrial Hygiene, Biology, or Environmental Management	Required	
Associate's Degree	or Bachelors in Safety or Industrial Hygiene	Preferred	

Work Experience

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

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Experience in Word and Excel applications.	
• Experience in conducting training, use of industrial hygiene equipment, inspections related to Environmental, Health and Safety.	

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Assisting with laboratory safety course enrollment, and tracking of students who do not complete course for science laboratory courses. Maintain attendance records.	15%
• Inspect laboratories for biological, chemical and radiological hazards.	15%
• Track violations and communicate with faculty and/or students about the corrective actions when needed.	15%
• Develop door signage and provide warning signage to labs. Assist with SOPS for labs.	15%
• Assist with inspecting and waste pick-ups of hazardous and non-hazardous waste.	15%
• Ensure spill supplies, PPE, and First Aid Kits are available in labs.	5%
• Deliver materials as needed.	10%
• Assist with other needs of the department.	10%

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description