

Coordinator, Environment Health & Safety II (Environmental)

J o b D e s c r i p t i o n

JOB INFORMATION

Effective Date	10/20/2021
Job Code:	2345
Job Title:	Coordinator, Environment 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
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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. 	15%
<ul style="list-style-type: none"> Provide support and update 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 operation of a university vehicle, properly identify and characterize wastes, assist with waste profiles for new waste streams, and conduct outreach for waste minimization efforts. 	15%
<ul style="list-style-type: none"> Provide support and update 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"> Provide support and update 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 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. 	10%
<ul style="list-style-type: none"> Serve as a committee member on Environmental Management and Laser Safety Committees. 	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 Laser Safety Program. 	5%
<ul style="list-style-type: none"> Assist with annual and other reoccurring regulatory reports including the Annual Waste Summary, Tier II, and Pollution Prevention Plan. 	5%
<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. 	15%
<ul style="list-style-type: none"> 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

Physical Demands

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