

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	2330
Job Title:	Director, Environmental, Health, Safety and Emergency Management
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Safety & Security
Job Family:	Safety
Job Summary	The Director, Environmental, Health, Safety and Emergency Management oversees all aspects of UHCL's Emergency Management Plan and guides the UHCL leadership team through all facets of emergency management, including prevention/mitigation, preparedness, response and recovery. Develop mutual aid agreements with all applicable local and state agencies and maintain strong communications and joint working relationships through shared planning and tabletop exercises. Ensure UHCL achieves and maintains full compliance with state and federal emergency management regulations through the multi-hazard emergency management plan and is prepared for emergency situations. Manages the university's fire and life safety services, and environmental, health and safety services to implement and enforce applicable safety codes, policies and procedures. A member of the university Hurricane Ride-Out Crew and subject to 24-hour emergency callout.

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 Emergency Management, Fire Safety, Engineering, Science or a related field	Required	
Master's Degree	in a related field	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years of experience in fields directly related to the duties of this position	Required	
Considerable	years' experience in a university or state agency environment with documented experience in developing, implementing, and successfully	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	operating an Emergency Management Plan and managing fire safety practice, and responsibility for EHS policies, practices and enforcement.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
-------------------------	--------------------------------	------------	------------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
------	-------------

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Develop and maintain the university's All-Hazards Emergency Management Plan. Develop new policies and procedures as needed to meet state and federal regulations. Conduct annual review and update of UHCL's Emergency Management Plan and oversee exercises to test the university's response to various emergency situations. Develop and maintain an up-to-date UHCL Emergency Management website. 	15%
<ul style="list-style-type: none"> Participate in the plan review process for facility construction and renovation projects in the areas of fire and life safety, lab safety, fire alarm systems, access and egress and fixed and portable fire protection equipment to ensure code compliance. Perform fire safety inspections and audits of university facilities. Identify and correct deficiencies. 	10%
<ul style="list-style-type: none"> Provides technical direction and professional development of subordinate personnel. 	5%
<ul style="list-style-type: none"> Attends and represents UHCL at all applicable UH System Emergency Management and Fire/Department of Public Safety meetings, UH System EHS meetings and represent UHCL as Compliance Officer at quarterly System Compliance meetings. Attend emergency preparedness meetings with local, regional, state and federal agencies. Liaison with State of Texas Fire Marshal, local fire departments and State Office of Risk Management (SORM). Prepare oral and written reports as needed to keep UHCL administration apprised of regulatory activities and university preparedness preceding and during emergency events, and completion of corrections identified in annual SORM campus audits and State Fire Marshal inspections. 	10%
<ul style="list-style-type: none"> Provide technical expertise and support to all university departments to ensure regulatory compliance in occupational and environmental health, biological and chemical security, and safety – including fire safety. 	15%
<ul style="list-style-type: none"> Serve as lead trainer on all matters relating to emergency management and fire safety, and provide supervision of staff responsible for providing training and education to university personnel on environmental, health and safety matters, including compliance of state and federal regulations. Develop, implement and coordinate emergency preparedness drills, including but not limited to tabletop drills and full-scale mock exercises. Coordinate with and involve applicable local agencies in training exercises. 	15%
<ul style="list-style-type: none"> Oversee maintenance of the university's Business Continuity Plan, providing input on departmental emergency and mitigation plans. Identify systems and operations weaknesses and recommend solutions. 	5%
<ul style="list-style-type: none"> Responsible for the maintenance, testing, inspection and required certification of all fire protection equipment, including, but not limited to, fixed fire protection systems, fire hose cabinets, portable fire extinguishers, fire hydrants and fire alarm systems. 	5%

Essential Functions

Essential Function	% TIME
• Assist with preparation of the annual budgets and long range planning related to emergency management, fire safety, and environmental, health and safety department needs.	5%
• Directs investigations and ensures documentation of all accidents/incidents involving occupational and environmental, health safety, fire safety and biological safety violation (or potential safety violations). Makes recommendations for corrective actions and ensures implementation.	10%
• Performs other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

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					

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description