***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Assistant Director, Environmental, Health & Safety**

Job Family: Environmental Health & Safety Sub Family: Safety

**Job Summary:**

Responsible for development and implementation of comprehensive environmental health and safety programs for the University campus and affiliates ensuring compliance with applicable federal, state, and local laws and regulations.

**Essential Functions:**

* Develops and implements strategic objectives for one or more of the environmental health and safety program areas listed below. Designs and directs campus environmental health and safety programs that reduce or eliminate hazards, and prevent workplace injuries.
* Works with staff to develop and implement objectives; directs day-to-day operations and counsels staff on professional development and conflict resolution.
* Reviews reports of injuries, occupational diseases, property damage and/or public liability accidents to determine causative factors and methods for preventing their future occurrence.
* Reviews current and potential environmental health and safety regulations and advises the University community of their impact on operations and methods for compliance.
* Oversees accurate completion and filing of reports and documentation required by regulatory agencies. Directs the development, implementation, and maintenance of policies, procedures, and training programs.
* Reviews presentation materials used in briefings and training to institutional and non-institutional groups. Recommends changes as necessary.
* Advises the Director, Environmental Health and Safety on selection of equipment and supplies related to EHS programs.
* Oversees the recruitment, training, and evaluation of staff. Continually reviews strengths and weaknesses in maintaining a staff of well-trained, highly involved, and motivated employees.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in occupational safety, industrial hygiene, engineering, or one of the life sciences

Experience: Five (5) years progressive work experience including at least three (3) years in an area of environmental health and safety program management

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1107G

SOC Code: 299011 IPEDS: HlthTechs

EEO6 Code: Professional State Code: 9332062

USM eCode: E24110 AAP Code: 3A