***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: **Manager, Environmental Health and Safety**

Job Family: Environmental Health & Safety Sub Family: Safety

**Job Summary:**

The Environmental Health and Safety (EHS) Manager is responsible for managing and maintaining systems and processes necessary to support Environmental Health and Safety (EHS) programs including Environmental Compliance, Occupational Safety and Health, Industrial Hygiene, Fire Safety, and Hazardous Materials Management, Biosafety and Radiation Safety. Manages staff to ensure timely service to EHS customers. Plans, develops, and implements project objectives and makes improvements to processes, policies, and procedures to optimize operational performance in areas of responsibility. Provides oversight and technical expertise for two or more EHS programs. The EHS Manager has the authority to deviate from established policies and procedures.

**Essential Functions:**

* Manages multiple EHS programs and day-to-day work of staff. Provide leadership to direct reports and facilitates career development, performance goals, and feedback discussions. This includes hiring, firing, and developing and completing performance development.
* Anticipates need for information sharing and establishes and maintains open lines of communication with EHS leadership and other EHS staff, stakeholders, and customers.
* Designs, implements, and maintains programs that will promote the health and safety of faculty, staff, students, and visitors. Identifies, develops, implements and evaluates solutions to short and long term EHS challenges, projects, and methods for improvement.
* Plans, develops and manages EHS policies for adhering to local, state and federal environment, health and safety regulations. Designs and develops facilities, work areas and work procedures. Manages preparation, maintenance, and updating of environmental protocols.
* Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Ensures department and EHS customers are informed of University, Federal, State, and local policies.
* When senior management personnel are not present, collaboratively works with other EHS management and specialists to continue seamless delivery of services. Act as backup for EHS programs assigned to other EHS staff members.
* Plans and manages activities, such as: fire drills, safety and environmental audits, training exercises, and hazardous waste disposal. Participates in the response to campus emergencies.
* Investigates the most complex accidents, complete or verify accident reports, and liaise with specialists and health and safety authorities to identify the causes of accidents and prevent their recurrence.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in in natural sciences, engineering, industrial hygiene, or related field.

Experience: Five (5) years progressive experience in areas of specialization related to position (i.e. hazardous materials management, occupational and life safety, environmental compliance, biosafety or radiation safety).

Supervisory: One (1) year

Licensure/Certification: of direct supervision or responsibility involving coordination and monitoring work and training of others.

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: E1108G

SOC Code: 299011 IPEDS: Healthcare

EEO6 Code: Professional State Code: 9533004

USM eCode: E24110 AAP Code: 3A