***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: **Specialist, EHS Operations Senior**

Job Family: Environmental Health & Safety Sub Family: Safety

**Job Summary:**

Provides general support for EHS programs including Environmental Compliance, Occupational Safety and Health, Fire Safety, Hazardous Materials Management, Biosafety and Radiation Safety. Develops and implements project objectives.

**Essential Functions:**

* Leads and coordinates projects and day-to-day work of staff to ensure completion of team objectives. Designs, implements, and maintains programs that will promote the health and safety of faculty, staff, students, and visitors by reducing or eliminating risks.
* Oversees accurate completion and filing of reports and documentation required by regulatory agencies. Oversees the development, implementation, and maintenance of procedures, and protocols in one of the EHS programs.
* Develops and presents briefings and training to institutional and non-institutional groups.
* Plans and leads events for EHS programs, such as: fire drills, audits, exercises, and waste disposal. Leads the event process for program.
* Acts as a resource regarding EHS subject matter in at least one program area.
* Assists upper management in selection of equipment and supplies related to EHS programs.
* Trains and mentors specialists and assistants in development of knowledge within specialization.
* When management personnel are not present, collaboratively works with other lead specialist(s) to ensure EHS continues to provide effective and efficient services.
* EHS Programs:
	+ Environmental Compliance: Ensures compliance with environmental regulations through inspections of buildings, laboratories and other facilities. Keeps abreast of changes to laws and regulations that impact the organization.
	+ Fire Protection: Promotes fire and life safety on campus by review of construction and renovation plans, fire and life safety inspections, fire safety education, conducting fire drills, management of the emergency warden program, oversight of fire alarm systems.
	+ Occupational Safety and Health: Reduces the risk of injury or illness for faculty, staff, and students. Programs include safety inspections, health hazard assessments, chemical hygiene, safety and health training, and indoor air quality assessments.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors of environmental engineering, occupational health, health physics, chemistry, biology, or physics or related field

Experience: Three (3) years progressive experience in hazardous materials Management, occupational and life safety, environmental compliance, biosafety or radiation safety, including at least two (2) years of specialization in one EHS-related program.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

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

Job Code: E1115E

SOC Code: 192041 IPEDS: Computer

EEO6 Code: Professional State Code: 9533004

USM eCode: E40110 AAP Code: 3A