***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, Environmental Health & Safety Operations**

Job Family: Environmental Health & Safety Sub Family: Safety

**Job Summary:**

The Environmental Health & Safety (EHS) Operations Specialist provides technical support for Environmental Health and Safety programs including Environmental Compliance, Occupational Safety and Health, Fire Safety, Hazardous Materials Management, and Biosafety.

**Essential Functions:**

* Implement programs that will promote the health and safety of faculty, staff, students and visitors as listed below. Provide hands-on training and consultation regarding environmental, occupational, biological, radiological and fire safety.
* Support EHS Operations staff in the preparation or coordination of audits, reports. Assist in the development of procedures in technical areas such as occupational safety and health, radiation safety, biosafety, environmental compliance and fire safety.
* Responsible for the inspection of buildings, laboratories and other facilities to promote compliance with applicable environmental, occupational, radiological, biological, and fire safety regulations.
* Participates in the response to campus emergencies involving environmental, occupational, life, fire and laboratory safety.
* 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.
* 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.
	+ Hazardous Materials Management: The collection, classification, consolidation, segregation, storage, and treatment or disposal of hazardous materials in accordance with scientific protocol and federal, state and local regulations. Ensures that the hazardo
	+ Biosafety: Programs to reduce the risk of exposure to infectious materials. Provides risk assessments for research investigators. Provides guidance to laboratory personnel on the microbiological practices, safety equipment and facilities under which inf
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: One (1) year of experience in hazardous materials management, occupational and life safety, environmental compliance, biosafety or radiation safety

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: E1113D

SOC Code: 192041 IPEDS: Computer

EEO6 Code: Professional State Code: 9533004

USM eCode: E40110 AAP Code: 3B