

ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR I *

Function of Job:

Under direction of designated supervisor, provide technical and advisory services in assigned campus-wide health and safety program area(s), such as biological health and safety, chemical health and safety, occupational health and safety, and radiation safety; monitor compliance with regulations, codes, policies and procedures.

Characteristic Duties and Responsibilities:

1. Monitor compliance with applicable regulations, codes, and university/college/system policies and directives for campus-wide compliance and in technical specialty area(s) by inspection of facilities and operations, monitoring of equipment, work areas, and work practices and procedures, and collection of appropriate data and records.
2. Review and implement procedures for the procurement, receipt, and distribution of regulated hazardous materials arriving at and departing from the campus, in applicable program area(s), as needed.
3. Investigate and submit written reports and recommendations on incidents involving environmental health and safety matters.
4. Provide consultation to university/college staff regarding appropriate environmental health and safety procedures, controls, codes, regulations, and policies regarding proposed experiments, renovations, construction or changes with potential impact on environmental health and safety.
5. Operate, maintain and calibrate a variety of complex scientific equipment for environmental health and safety monitoring and testing.
6. Conduct complex surveys of campus facilities and operations to identify existing/potential hazardous conditions.
7. Review documents and sites of proposed facility construction or renovations of institutionally owned or leased academic, research, residential, and/or administrative buildings to assure regulatory compliance and maintain mandated data, records, and reports.
8. Participate in the development of safety guidelines and related environmental health and safety communications and educational information.
9. Coordinate and present technical training programs in general safety training and/or specialty area for staff and faculty, as required by regulations, university/college/system policy and/or departmental directive.
10. Assist in the coordination of abatement action programs with on-campus and off-campus agencies, including but not limited to regulatory agencies, USNH Internal Audit and third party contractors, as needed.
11. Respond to emergencies involving hazardous incidents to aid in remediation efforts on-site, as required.
12. Select, train, and supervise staff and/or students as assigned.
13. Serve on safety committees/councils as requested.
14. Participate in institutional professional development and training.
15. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Environmental Health and Safety or related discipline and two years of experience in environmental health and safety or related field.
2. Effective communications skills to interact and communicate environmental health and safety procedures to faculty, staff, and students.
3. Computer skills as required by department.
4. Ability to respond promptly in-person to all campus locations requiring environmental health and safety services.
5. Ability to wear and use appropriate protective equipment as necessary.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of program.
7. Knowledge of applicable laws, regulations, nationally recognized standards and guidelines related to specialized environmental health and safety functions as required by position
8. Professional certification in technical discipline, or ability to obtain such certification, if required by position.

Additional Desirable Qualifications:

1. Master's degree in Environmental Health and Safety or related discipline.

10/19/11 _____
System Approval

10/19/11 _____
Effective Date

Revised – original approved 4/18/75 as “Supervisor of Safety”; revised 5/16/78 as “Public Safety Specialist”; and revised 6/24/87, 9/26/88, 5/20/91 and 7/11/95 as Safety Specialist, and 8/16/99 as Environmental Health and Safety Specialist.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.