

## ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR II

### Function of Job:

Under administrative direction from designated administrator, research, design and manage campus-wide environmental health and safety program(s), including compliance with applicable local, State and Federal regulations and nationally recognized standards in one of the following areas: biological health and safety, chemical health and safety, hazardous waste management, occupational health and safety and/or radiation safety.

### Characteristic Duties and Responsibilities:

1. Direct and administer preparation and maintenance of mandated environmental regulatory licenses, records, and permits on behalf of the college/university.
2. Develop systems and procedures for the acquisitions of appropriate regulatory data and assure appropriate information is collected; direct and administer the preparation and maintenance of mandated regulatory records.
3. Serve as technical expert on behalf of the university/college in interactions with local, state, and federal regulatory agencies in areas of environmental health and safety.
4. Develop campus policies and procedures to ensure compliance with environmental health and safety standards and best practices.
5. As needed, supervise and administer procurement, reception, and distribution of regulated hazardous materials arriving at or departing from the campus.
6. Contract with outside licensed hazardous materials disposal companies for disposal of hazardous waste as required.
7. Develop safety guidelines, official announcements, related communications and educational materials, as needed.
8. Develop, implement and administer technical training programs for faculty, staff and students to ensure compliance with applicable regulations.
9. Respond to inquiries from campus, community, regulatory agencies or other groups and officials regarding environmental health and safety concerns, including hazardous wastes and their effects on the environment.
10. Inspect/survey campus work facilities and equipment, consult with principal investigators, faculty, and supervisors to determine if planned experiments, research activities, maintenance and repair, construction and renovation activities, or any other institutionally-sanctioned work, meet environmental health and safety standards.
11. Provide interpretations of rules and regulations pertaining to environmental health and safety to College/University deans, directors, and department chairs, and public safety departments in areas where there are USNH facilities.
12. Respond to emergency situations as needed.
13. Coordinate abatement action programs with regulatory and consultant agencies, as required.
14. Investigate and submit written reports on incidents involving environmental health and safety matters and remediate or direct remediation efforts, as needed.
15. Provide technical services related to the handling, storage, removal and disposal of hazardous materials when needed.
16. Operate, maintain and calibrate environmental health and safety monitoring and testing equipment.
17. Participate in the development and execution of campus emergency pre-planning.
18. Hire, train, and supervise staff and evaluate staff.
19. Participate in institutional professional development and training.
20. Perform other related duties as assigned.

### Minimum Acceptable Qualifications:

1. Bachelor's degree in Environmental Health and Safety or related discipline and five years of professional experience in environmental health and safety or related discipline; or Master's degree in Environmental Health and Safety or related discipline and three years of experience.
2. Effective oral and written communication skills.
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 the job as described by department.
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. Experience in environmental health and safety in higher education.

10/19/11  
System Approval

10/19/11  
Effective Date

**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.**