

ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST *

Function of Job:

Under direction of designated supervisor, advise the college/university community in assigned health and safety program areas, including regulations, policies and procedures.

Characteristic Duties and Responsibilities:

1. Inspect and monitor equipment, work areas, facilities and work practices and procedures for compliance with established workplace environmental health and safety rules, regulations and policies and prepare records and reports of findings.
2. Maintain database of laws, regulations, proposed legislation, and consensus standards concerned with workplace environmental health and safety; analyze impact of new regulations and communicate changes.
3. Investigate injuries and illnesses associated with the workplace, preparing photographs and other recording methods to document hazards, as necessary, and prepare reports and recommendations of investigation results.
4. Coordinate and/or provide safety training on appropriate health and safety matters as assigned and as required by law.
5. Operate, maintain and calibrate environmental health and safety monitoring and testing equipment.
6. Conduct surveys of facilities and operations to identify potential hazardous conditions and safety hazards with equipment, materials, apparatus, wiring, structures, vehicles, grounds and other outdoor activities and maintain records of survey results.
7. Review contract documents, building plans and blueprints to assure appropriate health and safety codes are included and meet with contractors to establish safety policies/procedures as required.
8. Maintain up-to-date knowledge of contemporary environmental health and safety issues.
9. Select, train, and supervise staff and/or students as assigned.
10. Serve on safety committees/councils as requested.
11. Participate in institutional professional development and training.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in environmental health and safety or related discipline and one year of related experience in environmental health and safety or related field.
2. Effective oral and written communications skills to interact and communicate environmental health and safety procedures to faculty, staff, and students.
3. Ability to work effectively with managers, supervisors, and employees under stressful conditions.
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 laws concerning workplace environmental safety.

Additional Desirable Qualifications:

1. Professional certification in technical discipline.
2. Training and supervisory skills.
3. Knowledge of all applicable laws, regulations, codes, and guidelines as related to workplace environmental health and safety functions.

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 revised 10/8/99 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.