

## **MANAGER OF LABORATORY AND ENVIRONMENTAL SAFETY**

### **Function of Job:**

Under general direction from designated administrator, plan, manage, and implement the laboratory safety environmental management and hazardous materials management program, including providing institutional laboratory safety management programs, regulatory guidance and oversight, technical assistance and consultation, and education and training.

### **Characteristic Duties and Responsibilities:**

1. Direct and administer the institutional chemical and biological safety programs to assure compliance with regulations related to the safe handling and use of biological materials and chemical agents.
2. In areas of responsibility, research safety and environmental regulations and assist users in meeting regulatory requirements, inventory management and hazardous material safety.
3. Serve as institutional Safety Officer for biological and/or chemical safety as required by federal and/or state regulations.
4. Serve on institutional safety committees as assigned.
5. Assist in the development and management of special programs, such as storm water management and solid waste and environmental management.
6. Oversee implementation of chemical, biological and environmental health and safety surveys of institutional facilities and operations and assess survey results.
7. Develop and implement chemical safety, biological safety and environmental management training, policies, and procedures to ensure compliance with appropriate regulations.
8. Hire, train, supervise and evaluate staff as assigned.
9. Project resource needs in program areas, assist director with the development of departmental budgets, and serve for director in her/his absence.
10. Serve as technical resource to administrators regarding environmental, health and safety management.
11. Respond to emergency situations as needed.
12. Provide system and software support for office staff and maintain departmental website as assigned.
13. Prepare reports on environmental, health and safety areas as required.
14. Maintain aptitude in areas of expertise.
15. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Master's degree in environmental health and safety and three years of related professional experience, including one year of supervisory experience, or Bachelor's degree and five years of related experience, including one year of supervisory experience.
2. Excellent oral and written communication skills.
3. Professional certification or license that may be required for assigned programs.
4. Knowledge of applicable state laws, regulations, codes and guidelines as related to program areas.
5. Valid driver's license.
6. Computer skills, including the ability to evaluate software applications to maximize efficiency.
7. Must be able to wear and use appropriate protective equipment as necessary.
8. Sufficient strength and physical dexterity to perform duties and responsibilities of program.

**Additional Desirable Qualifications:**

1. Experience establishing and managing a chemical safety, biological safety, storm water and pollution prevention program.

\_\_\_\_6/13/05\_\_\_\_\_  
System Approval

\_\_\_\_4/18/05\_\_\_\_\_  
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.**