

RESEARCH ENVIRONMENTAL HEALTH AND SAFETY PROGRAM MANAGER

Function of Job:

Under general direction from designated administrator, develop, implement, and manage environmental health and safety program(s), policies, procedures, and staff in assigned major research divisions in such specialized area(s) as biological health and safety, chemical health and safety, hazardous waste management, occupational health and safety, and/or radiation safety; ensure compliance with applicable local, State and Federal regulations and nationally recognized standards; conduct related education and training for research divisions, campus, and/or community.

Characteristic Duties and Responsibilities:

1. Direct and administer preparation and maintenance of mandated environmental regulatory licenses, records and permits on behalf of university/college for assigned research divisions.
2. Provide expert technical consultation and training to research faculty, staff, students, and principal investigators to ensure compliance with applicable regulations.
3. Hire, train, evaluate and supervise staff; assign research safety responsibilities among staff members; monitor and manage work activities.
4. Manage programs, including mandated records and reports, for research divisions; coordinate work with other health and safety areas/agencies, as needed.
5. Supervise and administer procurement, receipt, and distribution or shipping of regulated hazardous materials arriving or departing from the university.
6. Develop policies and procedures and incorporate best management practices for the research environment to ensure compliance with environmental health and safety standards.
7. As needed, supervise and administer procurement, reception, and distribution of regulated hazardous materials arriving at or departing from the campus.
8. Contract with outside licensed hazardous materials disposal companies for disposal of hazardous waste, as required.
9. Prepare health and safety status reports on program and activities.
10. Respond to inquiries from research community, regulatory agencies, or other groups and officials regarding environmental health and safety concerns, including hazardous waste, and their effects on the environment.
11. Serve as the technical expert on behalf of the University in interactions with local, State, and Federal regulatory agencies in areas of environmental health and safety.
12. Inspect 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; determines if equipment and work facilities conform to environmental health and safety standards; consults with engineering and construction personnel on renovations or new proposed projects in assigned facilities.
13. Reviews and modifies existing environmental health and safety research programs and their application, as needed.
14. Develop educational materials for university, college, division, and/or community-related activities.
15. Respond to emergency situations as needed.
16. Develop and maintain program budgets for assigned divisions.
17. Participate in institutional professional development and training.
18. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Environmental Health and Safety or related discipline and seven years of professional experience in environmental health and safety or related field, including two years as supervisor; or Bachelor's degree in Environmental Health and Safety or related discipline and nine years of experience, including four years as manager.
2. Effective oral and written communication skills.
3. Administrative skills.

4. Professional certification in technical discipline, or ability to obtain such certification, if required by position.
5. Comprehensive knowledge of applicable laws, regulations, nationally recognized standards and guidelines, as related to specialized environmental health and safety functions, as required by position.
6. Computer skills, including applicable software applications, as required by department.
7. Ability to wear and use appropriate protective equipment as necessary.
8. Sufficient strength and physical dexterity to perform duties and responsibilities of the job as described by department.
9. Ability to respond promptly in-person to research locations requiring environmental health and safety services.

Additional Desirable Qualifications:

1. Management experience in environmental health and safety in research area.
2. Environmental health and safety program development experience.

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.