

I. DESCRIPTION OF WORK

Positions in this banded class analyze work environments to design and implement programs to control, eliminate, and prevent disease, injury, and/or environmental impact caused by chemical, physical, radiological, and biological agents, ergonomic and/or other factors. Work may involve risk analysis, environmental program management (such as permitting, waste management, and remediation), fire safety, industrial hygiene, emergency preparedness or other programs. Positions may conduct inspections and inform the leadership of areas that may not be in compliance with local, state and federal regulations and employer policies, in order to gain their support for addressing the correction of these areas. Positions in this class massage and build culture in their community to instill culture and accountability. Positions advise management on the cost and effectiveness of environmental health and safety programs. Positions may have the authority to suspend the operations for identified EH&S concerns.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level implement and monitor existing programs, conduct routine inspections, and provide general information on safety and environmental deficiencies, the proper handling and/or storage of chemicals and waste products. Positions receive work assignments and apply a basic knowledge of applicable laws, regulations and guidelines. Positions may also serve as first-responders to EHS emergencies.</p>	<p>Positions at this level manage a significant aspect or component aspect of an EHS. Positions serve as a technical expert in the specialty area and provide interpretation of applicable laws and guidelines, including consultation and training. Positions may also serve as first-responders to EHS emergencies and are likely to manage these situations. Additionally, these positions may conduct non-routine inspections and/or equipment reviews.</p>	<p>Positions at this level will manage one or more standard EHS programs or single program of moderate scope and complexity, determining and adapting procedures as needed. These positions conduct audits and provide data analysis to determine impacts. These positions serve as program experts and promote overall compliance with applicable regulations and guidelines, including communicating technical expertise. Positions at this level may coordinate the work of others</p>

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Knowledge of EHS State and federal rules and regulations; knowledge of local policies and regulations, and accreditations and consensus requirements such as JACO, ASHRAE, ANSI, etc; knowledge of applicable equipment.
Program Monitoring and Administration	Ability to inspect/assess, monitor, investigate and/or recommend corrective action. Ability to conduct trends analysis. Ability to document compliance with standards. Ability to perform technical work, program design and implementation. Accountability for outcomes of EHS issues.
Training and Education	Ability to educate and train employees in safety awareness and specific EHS requirements. Ability to assess, develop, design, implement, and provide consulting services to management on safety topics.
Safety and Health Compliance	Ability to understand applicable policies and procedures, and maintain conditions that ensure a healthy and safe working environment.
Communication	Ability to interpret and communicate information to individuals or groups. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey written information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Knowledge of EHS State and federal rules and regulations; knowledge of local policies and regulations, and accreditations and consensus requirements such as JACO, ASHRAE, ANSI, etc; knowledge of applicable equipment.

Contributing	Journey	Advanced
<p>Ability to enforce University, local, State and Federal guidelines.</p> <p>Ability to stay current on trends in the industry and may recommend changes to campus programs.</p> <p>Ability to consult with various specialty agencies (DOL, EPA, OSHA) for guidance on program structure, components and effectiveness.</p> <p>Ability to provide technical support and consultation services to assigned units to determine EHS needs.</p> <p>Ability to apply basic knowledge and understanding of EHS principles, practices, and equipment to determine if proper methods and procedures are utilized and to assure compliance with Federal, State, local, and Industrial regulations.</p>	<p>Ability to administer University, local, State, and Federal guidelines.</p> <p>Ability to stay current on emerging industry trends and incorporate changes/updates to campus programs.</p> <p>Ability to assess new trends/issues (sustainability), researches impact on a University, and/or develops policies.</p> <p>Ability to address issues that are moderate in scope in compliance with University, local, State and Federal laws and regulations.</p> <p>Ability to provide technical support, analysis, and consultative services to identify or rectify EHS programmatic area(s) that are moderate in scope (i.e. construction safety plans).</p> <p>Ability to apply working knowledge and understanding of EHS principles, practices, and equipment to determine if proper methods and procedures are utilized and to assure compliance with Federal, State, local, and Industrial regulations.</p> <p>Ability to modify and/or design equipment and tools.</p>	<p>Ability to oversee incorporation and implementation of University, local, State and Federal guidelines.</p> <p>Ability to stay current on trends in the industry and interpret and incorporate changes/updates to campus programs.</p> <p>Ability to develop EHS policies addressing unique issues that are significant in scope in compliance with University, local, State, and Federal laws and regulations.</p> <p>Ability to track emerging issues where limited information exists.</p> <p>Ability to serve as technical expert and resource.</p> <p>Ability to design and implement corrective action for non-standard situations/occurrences requiring immediate action.</p> <p>Ability to apply full knowledge and understanding of EHS principles, practices, and equipment to determine if proper methods and procedures are utilized and to assure compliance with Federal, State, local, and Industrial regulations.</p> <p>Ability to develop, design and use specialized equipment for unique situations.</p>

Definitions:

Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Working knowledge - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

Full knowledge - The broad scope of knowledge on the job that is beyond journey competencies.

Program Monitoring and Administration

Ability to inspect/assess, monitor, investigate and/or recommend corrective action. Ability to conduct trends analysis. Ability to document compliance with standards. Ability to perform technical work, program design and implementation. Accountability for outcomes of EHS issues.

Contributing	Journey	Advanced
<p>Ability to conduct and document routine inspections of various facilities (ranging from research/teaching labs to residence halls); establish an inspection schedule and/or responds to “work order requests”; make recommendations for standard corrective action when needed; establish time frame for corrective action to be implemented.</p> <p>Ability to determine cause during incident investigation; identifies and recommends standard corrective action for unsafe conditions; determines preventative measures.</p> <p>Ability to administer EHS program(s) of a limited scope.</p> <p>Ability to maintain a database for tracking storage of EHS data.</p> <p>Ability to collect data for an EHS assessment following standard protocol.</p>	<p>Ability to conduct and document moderately complex inspections/investigations (i.e. construction sites); assist in corrective action strategies; assess, determine, plan and implement corrective action for standard to non-standard situations.</p> <p>Ability to evaluate incident, make appropriate decisions regarding the need for facility evacuations and additional resource needs, initiate necessary actions to control the situation until help arrives.</p> <p>Ability to direct and maintain EHS program(s) of moderate scope (may include supervision, variety of settings, technical intricacies in testing and assessment).</p> <p>Ability to develop and maintain a database for tracking of EHS data; monitor trends and evaluate existing data; provide annual reports to regulatory agencies; oversee collection of field data.</p> <p>Ability to conduct EHS assessments to determine impact and program effectiveness.</p> <p>Ability to review building design and/or workplace process/procedures for a moderately complex facility for EHS concerns.</p>	<p>Ability to conduct audits of various program(s) administered by “lower level” practitioners; investigate difficult/complex situations that have significant consequence of error; determine and adapt procedures and/or practices based on a broad variety of regulations impacting assessment and corrective action (i.e. bio-safety, asbestos, lead. Laser, multiple labs, medical surveillance on a larger campus).</p> <p>Ability to manage emergency response; provide technical expertise and/or assist other responding agencies.</p> <p>Ability to manage an EHS program of some scope/impact or a variety of broad reaching programs (depending on the U/A); develop objectives; some budget responsibilities; professional authority/ accountability to manage program.</p> <p>Ability to analyze and interpret data; provide direction for report preparation (internal and external to the university).</p> <p>Ability to conduct EHS assessments to determine impact and program effectiveness. Decision may have significant consequence.</p> <p>Ability to serve as a technical expert and resource for building design and/or workplace process/procedures for a moderately complex facility for EHS concerns.</p>

Training and Education

Ability to educate and train employees in safety awareness and specific EHS requirements. Ability to assess, develop, design, implement, and provide consulting services to management on safety topics.

Contributing	Journey	Advanced
<p>Ability to deliver routine training on a regularly scheduled basis for assigned work units.</p> <p>Ability to disseminate educational information tools to aide in educational awareness.</p>	<p>Ability to design and develop training programs; coordinate and train others on EHS measures and guidelines to meet the level of the audience.</p> <p>Ability to design and develop educational materials of moderate complexity or for a specialized area.</p>	<p>Ability to utilize significant technical expertise to serve as Subject Matter Expert in developing and implementing new or original programs; evaluate effectiveness of the training programs.</p> <p>Ability to analyze and identify specialized EHS standards and educational resources requiring significant analysis to determine training materials and communication methods.</p>

Safety and Health Compliance

Ability to understand applicable policies and procedures, and maintain conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
<p>Ability to apply basic knowledge of local State and Federal rules, regulations to determine compliance within assigned program area(s); complies with EHS measures and guidelines.</p> <p>Ability to perform self-audits to determine program effectiveness.</p>	<p>Ability to apply working knowledge of local, State and Federal regulations to determine compliance within program area(s); oversees compliance with EHS measures and guidelines.</p> <p>Ability to review permits/projects for design and implementation of work; establish procedures for operational compliance and track performance of permit holders.</p> <p>Ability to train others to perform self-audits and review self-audits completed by others.</p> <p>Ability to ensure proper certifications are obtained and maintained.</p> <p>Ability to consult with industry professionals to stay current of trends and issues</p>	<p>Ability to analyze a wide variety of local State and Federal rules, regulations to determine University compliance; manages compliance with EHS measures and guidelines.</p> <p>Ability to determine composition of corrective actions of existing programs; makes decisions impacting the campus policy or procedure.</p> <p>Ability to ensure self-audits are performed; reviews for completeness.</p> <p>Ability to make final decisions in certification; recommend changes to EH&S license or permits.</p> <p>Ability to consult and negotiate with industry professionals to provide guidance on EHS regulations and encourage/promote campus compliance.</p>

Communication

Ability to interpret and communicate information to individuals or groups. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey written information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to communicate inspection results and recommendations effectively to mid-level managers and administrators verbally, followed by a written report.</p> <p>Ability to convey general rules and regulations to campus clients.</p>	<p>Ability to Interpret inspection results and recommendations effectively to higher level administrators; implements inspection recommendations.</p> <p>Ability to interpret rules and regulations based on campus inquiries.</p>	<p>Ability to communicate major investigation and actions, internal and external to the organization.</p> <p>Ability to interpret regulations in technical area of expertise for others both internal and external to the organization, including the media.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in a physical science, biological science, environmental science/engineering, occupational safety, industrial technology or related discipline; or equivalent combination of training and experience. Some positions may require additional training, certifications, or licensure. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.