

Job Description

Position Title: Specialist, Environmental Health and Safety

Job Family: Facilities

Job Type: Support - Senior

FLSA Status: Non-Exempt

Salary Grade: 03

Position Summary:

The Environmental Health and Safety Specialist position plays an active role in the removal and disposal of hazardous, universal and biohazardous waste for multiple college campuses. The candidate will assist with and perform building inspections and preventative maintenance to ensure fire, life safety regulatory requirements are met. The candidate will have knowledge of hazardous waste management practices and techniques and adhere to local, state, and federal rules and regulations on hazardous materials management.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs preventative maintenance for a comprehensive program to dispose to appropriate facilities of hazardous chemical waste materials.
2. Conducts laboratory and facilities inspections to assist with regulatory compliance and procedures.
3. Promotes worker health and safety.
4. Collects, labels, segregates, transports, and accumulates hazardous waste for disposal at various college locations.
5. Collects and labels hazardous and non-hazardous waste materials including recycling operations
6. Collects and prepares infectious/biohazardous waste for disposal
7. Maintains records/inventory of transported materials in compliance with regulation and procedures.
8. Responds to work orders for services, preventative maintenance, and repairs in the area of assignment/expertise.
9. Responds to customer issues and emergency calls, including being subject to off hours callbacks and serving on a rotating on-call roster.
10. Communicate with outside vendors and complete purchases and services, to include quote requests and approving invoices following College policy and procedures.
11. Inspects facilities for fire/life protection equipment and systems (eye wash stations and AEDs, fire extinguishers and ensure periodic servicing.
12. Follows applicable federal, state, and local laws, codes, and regulations.
13. Performs heavy labor, such as moving heavy equipment associated with the area of responsibility; use safe work practices and procedures, to include proper lifting, pushing, and carrying methods, and the proper use of hand and power equipment, tools, and supplies.

14. Assists with inventory of supplies and equipment to ensure adequate stock and functionality are maintained.
15. Performs data entry input on a computerized maintenance management system. Uses computers and applicable software, including facilities and maintenance software, word processing, databases, email, and calendaring.
16. Prepares and maintains a variety of reports and records to provide effective customer service; Communicates clearly both orally and in writing sufficient to receive and convey instructions to perform the duties of the job.
17. Performs a full range of skilled environmental, health and safety maintenance of systems applicable to the area and provide general service.
18. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems
2. Knowledge of regulatory compliance principles and practices
3. Skill in effective communication (both written and oral)
4. Skill in budget/ resource management
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in problem solving
7. Ability to adapt to a rapidly changing technical environment
8. Ability to adapt and maintain professional composure in emergent and crisis situations
9. Ability to maintain effective and positive working relationships
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High School diploma or General Equivalency Degree (GED), and
- Three to Five years of skilled-level experience in related duties and demonstrated knowledge, skills, or abilities associated with the assignment, and
- Completion of an approved occupational health and safety training; RCRA and HAZWOPER (may be completed within three months of employment), and
- Valid Arizona Driver's License and demonstration of an acceptable record
- DOT, HAZWOPER, RCRA Certifications and universal waste knowledge preferred

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties, to move, transport, and/or position moderate (up to 50 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required

- Valid AZ Driver's License
- Successful candidate must meet minimum medical testing requirements, as determined in a physical examination that includes a lift test, respiratory examination