Environmental, Health and Safety Specialist

Job Code 00001473

General Description
Responsible for assisting in the management of the environmental, health and safety programs at Texas State.

Examples of Duties
Develop, implement and coordinate hazardous waste program activities for the university.
Develop, implement, and manage lab safety program.
Maintain, implement, and coordinate hazard communication program.
Monitor compliance with safety program for University personnel.
Prepare documentation for federal, State, and local compliance requirements.
Conduct safety presentations for the university.
Assist in safety projects of university property.
Test air, water and other environmental hazards.
Maintain and monitor records.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: OSHA Standards; EPA Standards; emergency response procedures; the Department of Transportation rules regarding movement and transportation of hazardous chemicals; the Texas Dept. Of Health hazard communication and the right to know laws; the Texas Natural Resource Conservation Commission rules and regulation on waste, air, and water; discretion.

Skill in: understanding individuals’ roles relationships, attitudes and needs; work as a team member; establish rapport with a variety of customers; problem solving and decision making; computer applications for business; project management; program development; developing and conducting educational & training courses; using time productively.

Ability to: understand, interpret, and apply technical information, and translate regulations into common terms; prepare letters, memos, documents, and reports; perform intermediate math.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements