Assistant Director, Environmental Health, Safety and Risk Management

Job Code 50011973

**General Description**
This position assists with the administrative responsibility for the Environment Health, Safety and Risk Management department.

**Examples of Duties**
- Provide advice and help in the achievement of assigned employee’s goals.
- Provide encouragement and opportunities for staff to participate in development experiences.
- Appraise employees in a timely and thoughtful manner.
- Recruits and retains qualified employees.
- Effectively communicates with faculty and staff regarding departmental issues.
- Complete special assignments, including effectively serving on committees and official councils, as needed by administrators and external agencies.
- Administrative oversight for the design, implementation and coordination of the Environmental Health and Safety, Fire Safety and Prevention, and Occupational Safety programs.
- Administrative monitoring and maintenance of coverage for property, vehicle and other insurance.
- Monitor claims and Supervisors’ reports on a timely basis, to identify sources of incidents as well as trends.
- Coordinate with Risk Management System staff and other university managers for potential risk of loss.

**Knowledge, Skills, and Abilities**
**Knowledge of:** Project management, Computer applications for business, program development; developing and conducting educational and training courses.
**Skill in:** Corresponding with the University, local and state agencies and other external entities; preparing written reports and manuals; developing Policies and Procedures; team leadership; interacting with staff, students, faculty, general public and regulatory agencies; problem solving and decision making; productive time use.
**Ability to:** Interpret regulations and guidelines from regulatory agencies, and other policies/procedures; Explain technical material to faculty and staff, students, general public and regulatory agencies; present to diverse audiences.

**Experience and Education**
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