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.
Assure compliances with State, Federal, TSUS, and Texas State Policies and Procedures.
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