

Safety Specialist

Job Code 50036331

General Description

Responsible for assisting in the management of functional area within environmental, health, safety, and risk management.

Examples of Duties

Assist in the maintenance and management of university safety and/or emergency preparedness programs and responses.

Monitor compliance with safety programs.

Prepare documentation for federal, state, and local compliance requirements.

Assist in safety presentations for the university.

Assist in safety projects for the university.

Maintain and monitor records.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: State and federal safety compliance regulations; University policies and procedures; emergency response procedures; effective EHS program protocol.

Skill in: Working as a team member; establishing rapport with a variety of customers; problem solving and decision making; computer applications for business; project collaboration; conducting educational & training courses; using time productively.

Ability to: Understand, interpret, and apply technical information, and translate regulations into common terms; troubleshoot problems, resolve issues and multi-task projects; prepare letters, memos, documents, and reports.

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