Dir, Environmental Health, Safety & Risk Management

Job Code 50011029

General Description
Responsible for setting the direction and overseeing the department operations in support of the University’s mission for the department.

Examples of Duties
Develop policies and procedures.
Communicate with faculty and staff regarding departmental issues.
Assure compliance with applicable federal, state, system and university policies, procedures and statutes.
Oversee the management of the university’s environmental health and safety programs.
Design, implement and coordinate the university’s fire safety and prevention program.
Monitor and maintain coverage for vehicle, property, and other insurance.
Monitor worker’s compensation claims and supervisor’s reports.
Implement and coordinate, training.
Monitor SORM proposed and enacted regulations and notify university of rule changes.
Coordinate with RMS staff and other university managers for potential risk of loss.
Respond to requests from the state Fire Marshall’s Office and assure compliance.
Respond to regulatory bodies for violations.
Supervise staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Applicable laws including: OSHA, NFPA, ACGIH, NIOSH, EPA, TDH, TCEQ, Texas Administrative Code, SORM and Worker’s Compensation rules, ICC building codes.

Skill in: Generating correspondence, reports, policies, communicating with others, resolving problems, interpreting state and federal laws, managing multiple projects and deadlines, interacting effectively and efficiently with others, investigating accidents and incidents, developing policies, MS applications.

Ability to: Interpret policies, reports, laws, calculate incident, injury data and graphs, explain technical material to faculty/staff, students and others, give presentations.

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