

Technical Job Function

Environmental Health and Safety Job Family

Level	Function/ Roles	Experience / Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Environmental Health and Safety Manager I	Bachelor's degree Masters degree preferred A.S.P. preferred 7+ years of experience in Environmental Health and Safety	<ul style="list-style-type: none"> • Leads the development of environmental health and/or safety compliance management programs • Develops systems and tools to communicate environmental health and safety compliance programs • Negotiates contracts, performs vendor audits and establishes and monitors service quality • Develops standards for environmental health and/or safety programs • Develops and monitors section budget • Collaborates with internal/external colleges in development of regulatory standards and University wide Environmental and Safety policies • Leads cross-faculty ad-hoc committees • Leads multidisciplinary investigations 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a Safety and/or environmental function within central administration or a central unit within a school</p>	<p>RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Manages Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area..</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion