

**Technical Job Function**

**Environmental Health and Safety Job Family**

<b>Level</b>	<b>Function/ Roles</b>	<b>Experience / Education (Minimum Required)</b>	<b>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</b>	<b>Impact/Scope</b>	<b>Supervision</b>
56 E	Environmental Health and Safety Officer I	Bachelor's degree  3+ years of experience in Environmental Health and Safety	<ul style="list-style-type: none"> <li>• Conducts site investigations; prepares reports and facilitates activities to ensure compliance with environmental health and/or safety regulations and procedures</li> <li>• Consults with clients on field related services for development and implementation of programs</li> <li>• Manages hazardous waste operational services program to ensure attainment of scope, cost, schedule and quality of service</li> <li>• Ensures accurate and timely sampling and reporting to MWRA</li> <li>• Develops metric tracking systems for each campus and ensures that activities meet scope requirements</li> <li>• Maintains metrics, operational inventories/data and generates regular reports for managers and customers</li> <li>• Calibrates, maintains and uses sampling/testing equipment</li> <li>• Responds to emergencies</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive environmental and safety advice for a lab, unit or school</p>	<p><b>RECEIVED:</b> <b>Under Limited Direction::</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN:</b> <b>Individual Contributor</b> Works independently or as part of a team to achieve results.</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