

**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>
57 E	Environmental Health and Safety Officer II	<p>Bachelor's degree required</p> <p>Masters degree preferred</p> <p>A.S.P. preferred</p> <p>5+ years of experience in multiple areas of Environmental Health and Safety</p>	<ul style="list-style-type: none"> <li>• Implements the University environmental and safety programs</li> <li>• Conducts investigations and analyses of problem areas and develops corrective action plans</li> <li>• Assists departments with the development of Emergency Response contingency plans</li> <li>• Develops and conducts environmental health and/or safety training programs</li> <li>• Consults with clients regarding safe levels and containment of approved substances</li> <li>• Ensures compliance with all ordinances and environmental, occupational health and safety regulations</li> <li>• Prepares compliance reports, summaries and maintains program documentation</li> <li>• Conducts regulatory review, interpretation and summarization of University related issues</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced environmental health and/or safety advice for a lab, unit or school</p>	<p><b>RECEIVED:</b> <b>Under Limited Direction:</b> 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><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