

**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	Industrial Hygiene Officer I	Bachelor's degree  3+ years of experience in Health and Safety	<ul style="list-style-type: none"> <li>• Assists in the development and implementation of health and safety industrial hygiene programs</li> <li>• Evaluates potential exposure to hazardous conditions and provides feasible solutions to control exposures</li> <li>• Liaises with clients regarding site-specific implementation of the University's occupational safety plans</li> <li>• Provides program development and technical support to the School's Environmental Health and Safety Department and their clients</li> <li>• Responds to health and safety concerns and provides emergency response support throughout the University</li> <li>• Triage emergency calls for action by other technical specialists, conducts investigations and may implement corrective actions</li> <li>• Performs site assessments and inspections of machinery and equipment</li> <li>• Provides formal and informal industrial hygiene/safety training and educational programs</li> <li>• Assists in the development and implementation of computer-based systems related to industrial hygiene</li> <li>• Calibrates, maintains and uses sampling/testing equipment</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive industrial hygiene work for a lab, unit or school</p>	<p><b>RECEIVED: Under General 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: 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