

JOB INFORMATION

Effective Date	9/6/2023
Job Code:	2343
Job Title:	Environmental Health and Safety Coordinator
Salary Grade/Structure:	200 - Support Staff
Career Level Name:	P1 - Entry Professional
FLSA Name:	Non-Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Safety & Security
Job Family:	Safety
Job Summary	The Coordinator is responsible for a variety of activities related to environmental health and safety and/or life safety systems, including but not limited to the coordination of biological safety activities, assistance with regulatory compliance issues and inspections, life safety system inspection and maintenance, and ergonomics. Related duties include record keeping, reporting, training, and updating and maintaining the departmental website.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree in environmental science, industrial hygiene, safety, health physics, or a related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum three years of experience in environmental health and safety, industrial hygiene, or occupational health fields.	Required	
Less than 3 yrs	Four years of related experience in higher education.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certification in CPR/First Aid; Certified Safety Professional (CSP); or Associate Safety Professional (ASP).	Upon Hire	Required	

Licenses and Certifications

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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Working knowledge of pertinent federal, state, and local EHS regulations. Demonstrated knowledge of Federal and State regulations related to health and safety programs. 	Skilled
<ul style="list-style-type: none"> Must possess the ability to multitask and work cooperatively with others, as well as communicate effectively with both the technical and non-technical personnel. 	Skilled
<ul style="list-style-type: none"> Demonstrated ability to concisely present complex risk findings and make recommendations verbally and in writing. 	Skilled
<ul style="list-style-type: none"> Proficient interpersonal skills, customer service orientation, active listening skills, and organizational skills. 	Skilled
<ul style="list-style-type: none"> Ability to produce clear and concise written reports. 	Skilled
<ul style="list-style-type: none"> Must have sufficient mobility to access and operate in all areas of the university including tight, high, or enclosed spaces. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Collect and analyze data on accidents and injuries to employees resulting from workplace accidents to direct programs aimed at reducing injuries and improving employee health. Receive and process all reports for employees, students, and visitors including writing corrective action and logging reports. 	30%
<ul style="list-style-type: none"> Assists with development, documentation and maintenance of training documents and programs. Acts as instructor for training related to EHS programs. 	25%
<ul style="list-style-type: none"> Conduct ergonomic assessments and complete evaluation reports. 	15%
<ul style="list-style-type: none"> Ensure emergency eyewash and shower safety equipment is inspected and tested across the university. Inspect Automatic External Defibrillator (AED) machines and provide maintenance as needed. 	10%
<ul style="list-style-type: none"> Provide oversight of food permit system, monitor events, and provide instruction as needed. Assists with IAQ assessments as needed. 	10%
<ul style="list-style-type: none"> Monitor and update departmental website. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	Yes
Pulmonary Function Test:	Yes

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	