

# Environmental Health & Safety Coordinator III (Industrial Hygiene) Job Description

## JOB INFORMATION

Effective Date	10/20/2021
Job Code:	2346
Job Title:	Environmental Health & Safety Coordinator III (Industrial Hygiene)
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Safety & Security
Job Family:	Safety
Job Summary	The Environmental Health & Safety Coordinator III (Industrial Hygiene) will develop, revise, and implement programs for specialty EH&S topics. Develops JSA, SOP, Safety Policies and Procedures for the campus. Interacts with other agencies related to Safety, Health & Environment. Position will make professional recommendations after evaluating and analyzing workplace hazards. Operates as a supervisor for EH&S entry level staff. This position requires the individual to utilize Industrial Hygiene monitoring techniques to confirm hazards. Update and maintain medical surveillance needs for departments. Will prioritize project needs and report hazards as needed. Works with departments to improve the occupational health of employees and to reduce or prevent injuries. Implements SORM as well as OSHA regulations pertaining to the General Industry and Construction Standard. Assess accident evaluations and provide ways of corrective action. Conduct safety training where needed. Coordinates with internal and external entities to provide monitoring, education, services, and information. Maintain professional certifications in EH&S Field.

## 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	in Industrial Hygiene, Safety, Environmental Science, Environmental Management or related field. Must have completed 12 hours of college level chemistry coursework	Required	
Master's Degree	in related discipline	Preferred	

### Work Experience

Experience	Experience Details	Required/Preferred	
Some	years experience in a EH&S Field	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	years related EH&S experience	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Begin to seek a certification: CIH or ASP/GSP or CHMM	within 1 Year	Required	
	CSP or CIH		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Develop and implement IH and Safety requirements identified in General Industrial Safety 1910 topics and SORM.	20%
• Perform a variety of Industrial Hygiene Sampling. Analyze and interpret results.	10%
• Assess risks of potential and present hazardous environments and substances. Implement safe guards, administration procedures, engineering controls, PPE.	10%
• Maintain Medical Surveillance Programs required by OSHA and SORM (BBP program, Respiratory Protection, Hearing Conservation, etc.)	10%
• Participant on Animal Care Committee and oversee the safety programs needed for program.	10%
• Develop Fields Safety, Travel Safety, Volunteer Safety Program and/guidelines.	10%
• Develop Art & Theatre Safety Programs, and determine other safety program needs in within university.	10%
• Develop JSA and SOP.	10%
• Oversee campus safety software for incident reports, inspections, training tracking within for department.	5%
• Provide direction to technicians and interns.	5%

## PRE-EMPLOYMENT

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

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

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

### Working Environment

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

### Travel Requirements

Estimated Amount	Brief Description