**P3: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance
* Alter the order in which work or a procedure is performed
* Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice
* May specifically supervise several student employees

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under limited supervision

*🡪 Context of Decisions*

* Utilizes general departmental guidelines to develop resolutions outside the standard practice

*🡪 Job Controls*

* Possesses considerable freedom from technical and administrative oversight while the work is in progress
* Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes
* Serves as the advanced resource to whom more junior employees go to for technical guidance

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Handles a variety of work situations that are cyclical in character, with occasionally complex situations
* Issues are regularly varied
* Problems tend to be technical or programmatic in nature

*🡪 Course of Resolution*

* Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience

*🡪 Measure of Creativity*

* Issues are solvable through deep technical know-how and imaginative workarounds
* Most of the obstacles, issues or concerns encountered require considering alternative practice or policy interpretation

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards
* Incumbents have an indirect impact on a larger action or process; such as serving as a single component in an approval process, where the process is “owned” by a different work unit
* May be designated to guide or organize the work of several student employees within the unit

**Job Template**

**GENERAL SUMMARY**

Provides technical services for the Department of Environmental Health and Safety in one or more of the following program areas: Biological Health and Safety, Chemical Health and Safety, Occupational Health and Safety, Radiation Safety, and Environmental Compliance.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under general supervision of a supervisor or manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Monitors University compliance with applicable regulations and University policies in one or more program areas through collection of appropriate data and records, and surveys of laboratories and other University facilities and operations, as needed.
* Provides consultation and training to the University community regarding appropriate procedures, controls, regulations, and policies regarding safe laboratory practices, activities, equipment, and environmental conditions that might have an impact on environmental health and safety.
* Conducts moderately complex surveys of University facilities and operations for existing hazardous or non-compliant conditions.
* Operates, maintains, and calibrates environmental health and safety monitoring and testing equipment.
* Administers technical training programs regarding environmental health and safety for University staff, as required by regulation, University policy, or departmental directive.
* Participates in the review of standard operating or experimental procedures and the development of safety guidelines, communications, and educational information pertaining to environmental health and occupational safety.
* Compiles data and develops reports related to laboratory and other environmental health and safety information.
* Investigates and submits written reports on incidents involving environmental health and safety matters.
* Provides services related to handling, storage, and disposal of hazardous materials.
* Responds to emergencies involving hazardous incidents to aid in remediation efforts on-site, as required.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in Environmental Health and Safety or other closely related field.
* One years of experience in the field of health and safety or working in a research, teaching, diagnostic/clinical or quality control laboratory.
* OR
* Associate’s degree in Environmental Health and Safety or other closely related field.
* Three years of experience in the field of health and safety or working in a research, teaching, diagnostic/clinical or quality control laboratory.

**COMPETENCIES**

**Knowledge of:**

* Applicable laws, regulations, and nationally recognized standards and guidelines, as related to specialized environmental health and safety functions
* Environmental health and safety hazard identification and monitoring equipment
* Engineering control systems and testing equipment
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Respond promptly in-person to all campus locations requiring environmental health and safety services
* Maintain databases to ensure accurate inventories of regulated/hazardous materials and waste
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Coordinate regulated material/waste delivery and/or collection
* Communicate proper regulated material/waste management practices
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to supervisor