**P4: 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. Positions at this level may supervise student or support employees.

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 to improve efficiency and effectiveness.
* Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.

*🡪 Context of Decisions*

* Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
* Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

*🡪 Job Controls*

* Has the latitude to make decisions on projects that they are accountable for delivering on.
* Free to plan and carry out all phases of work assignments.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

*🡪 Course of Resolution*

* Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.
* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
* Actions typically 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 are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.
* Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

**Job Template**

**GENERAL SUMMARY**

Organizes and provides advanced specialized technical services and compliance with environmental regulations and standards 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 direction of a supervisor or manager. Serves as a lead worker to employees who perform similar functions.

**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.*

* Develops strategy for, and conducts, complex surveys of University facilities and operations for hazardous conditions and potential violations of applicable federal, state, and local environmental health and safety standards and guidelines.
* Develops and administers training programs in specialty technical areas for University staff, as required by regulations, University policies, and departmental directives.
* Inspects and monitors locations, work sites, equipment, work practices and procedures for compliance with established environmental health and safety rules, regulations, and University policies.
* Provides interpretations of rules and regulations pertaining to environmental compliance, health, and safety to University administration and staff.
* Develops systems and procedures for the acquisitions of appropriate regulatory data and assures appropriate information is collected.
* Directs and administers the preparation and maintenance of mandated regulatory records.
* Supervises and administers procurement, reception, and distribution of regulated/hazardous materials arriving at or departing from the University as needed.
* Develops safety guidelines, official announcements, related communications, and educational materials, as appropriate.
* Coordinates abatement action programs with regulatory and consultant agencies, as appropriate.
* Participates in the development of policies and procedures to ensure compliance with environmental regulations, health and safety standards, and best management practices.
* Responds to emergencies involving regulated/hazardous materials and directs remediation efforts on-site, as needed.
* Investigates and submits written reports on incidents involving environmental health and safety matters and remediates, or directs remediation efforts, as needed.
* Provides technical services related to the handling, storage, removal, and disposal of regulated/hazardous materials, as needed.
* Provides expert technical consultation to University staff regarding appropriate environmental health and safety parameters and needs of proposed experiments or procedures.
* Leads professional and student staff.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in Environmental Health and Safety or related field.
* Four to five years environmental compliance, health and safety, or related field. One year of experience must be serving in an advanced capacity.

**COMPETENCIES**

**Knowledge of:**

* Applicable laws, regulations, nationally recognized standards and guidelines, as related to specialized environmental health and safety functions of the position
* Environmental health and safety hazard identification and monitoring equipment
* Environmental health and safety risk assessment and hazard controls
* 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 to all campus locations requiring environmental health and safety services
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Generate and distribute reports
* Coordinate regulated material/waste delivery and/or collection
* Implement procedures, plans, processes, best practices, and safety standards
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management