**M6: Level Standards**

**GENERAL ROLE**

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

* Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
* Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
* Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
* Distribute work and monitor workload among staff.
* Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
* May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by departmental policy and procedures.
* Understands the smallest details of an assigned area.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments, including the oversight of staff.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
* Variables affecting the problem are generally known.

*🡪 Course of Resolution*

* Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

*🡪 Measure of Creativity*

* Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

**SCOPE AND MEASURABLE EFFECT**

* Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
* Actions regularly affect a department or an office-centric outcome with departmental impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Actions may have high-risk compliance or safety implications.
* Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Develops and manages environmental health and safety programs and policies to promote environmental health and safety and University-wide compliance with federal, state, and local regulations and nationally recognized standards. Supervises the activities of professional employees within a major program area section of Environmental Health and Safety.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a director. Manages the day-to-day operations of a specialty area and its employees.

**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.*

* Manages the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
* Develops and implements policies, programs, and procedures that combine elements of training, consultation, risk assessment, hazard control, and inspection.
* Provides expert technical consultation to University faculty, staff, and students regarding environmental health and safety matters.
* Develops, implements, and administers technical training programs for faculty, staff, and students to comply with federal, state, and local regulations.
* Supervises and administers procurement, reception, and distribution or shipping of regulated hazardous materials arriving at or departing from the University
* Conducts project, procedure, and plan reviews to assess environmental health and safety risks; provides recommendations for improving the health and safety of faculty, staff, students, and the public. Prepares environmental health and safety status reports on current programs and activities.
* Develops and maintains program budget for administration and management of environmental health and safety programs.
* Serves as the lead liaison on behalf of the University in interactions with local, State, and Federal regulatory agencies in environmental health and safety program area matters.
* Inspects and/or manages the inspection of University work facilities and equipment. Consults with principal investigators, faculty, and supervisors to determine if planned experiments, research activities, maintenance, repair, construction and renovation, or any other University-sanctioned work activities conform to environmental health and safety standards.
* Reviews and modifies existing environmental health and safety programs and their application
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in Environmental Health and Safety or related field.
* Seven years of related experience. One year of experience must be: (1) overseeing large projects OR (2) in a supervisory capacity over a small unit.

OR

* Master’s degree in Environmental Health and Safety or related field.
* Five years of related experience. One year of experience must be: (1) overseeing large projects or a complex program OR (2) in a supervisory capacity over a small unit.

**COMPETENCIES**

**Knowledge of:**

* Principles and practices of employee supervision
* Applicable laws, regulations, and nationally recognized standards and guidelines, as related to environmental health and safety functions of the position
* Risk assessment and safety guidance
* 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:**

* Deliver presentations and conduct training
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Respond promptly in-person to all campus locations requiring environmental health and safety services
* 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