**P5: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of specialization.
* Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

**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 office/departmental policy and procedures.

*🡪 Job Controls*

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

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues tend to be operational in nature.

*🡪 Course of Resolution*

* Identifies issues and gathers facts.
* Must understand the smallest details of an assigned area.

*🡪 Measure of Creativity*

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

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect a department or a project outcome with department/office impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Handles the more complex and technically difficult programs, hazard assessments, or unique issues that have significant impact in one or more of the following Environmental Health and Safety (EHS) 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.*

* Administers a specialized subset of an EHS Section’s responsibilities often comprising of University wide program(s). Plans and performs and/or oversees inspections and other activities on a scheduled routine to assure regulatory compliance.
* Performs risk assessments using a variety of complex evaluation methods, which may require solving problems inherent with protocols, processes, or project activities. Makes initial determinations, evaluates need for further information, and recommends the appropriate protective measures and implementation methodology.
* Reviews protocols, processes, or projects involving occupational, chemical, biological, environmental or radiological risks to ensure design meets regulatory requirements and provides adequate protective measures.
* Within area of EHS specialization, provides guidance, oversight, compliance assurance review, area monitoring, and support for University activities related to compliance with University policies; federal, state, and local regulations; and regulatory permits, licenses, and registrations.
* Represents EHS Section manager or department. Serves as point of contact to the University community and outside agencies and other stakeholders on EHS compliance issues within area of expertise.
* Maintains vendor relationships as well as coordination of vendors and vendor services.
* Prepares reports regarding the area of specialization or services.
* Responsible for recording, tracking, maintenance and/or supervision of documentation of compliance records and activity reports, such as calendar of regulatory requirements, regulated material determinations and profiles, shipments, storage, facility inspection reports and audits, resolutions, and training files.
* Trains and/or arranges training sessions for EHS staff and other University personnel as required under federal and state regulations or University policies. Develops informational and educational materials for training, presentation or publication purposes.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

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

OR

* Master’s degree in Environmental Health and Safety or related field.
* Three to four years of related experience in environmental health and safety. Two years 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
* 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