

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Laboratory Safety Specialist I  
Code: 14425  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Laboratory Safety – Research Integrity/Vice President for Research  
Reports To: Safety Manager

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## *Summary*

- Function: To provide knowledge and expertise in the laboratory safety program to assist the institution with compliance in chemical safety, biological safety, physical safety, radiation safety, laser safety, fire and life safety, and environmental protection in laboratories or similar work spaces.
- Scope: Responsible for operational oversight in safety policies and procedures for the safe use and control of hazardous materials and all laboratory safety concerns at all UTSA Campuses, and owned or operated facilities.

## *Duties*

- Typical:
  1. Assists campus faculty and staff in compliance with institutional policies and programs for chemical, biological, physical, radiation, laser fire, life, and/or environmental protection safety as they pertain to laboratories or similar work spaces to include the identification of potential safety and health hazards.
  2. Exercises discretion and judgement when making recommendations to management, conducting evaluations of potentially hazardous areas and conditions, generating reports and advising staff, students, and faculty on safe practices for potential hazards.
  3. Provides advice to faculty, staff and students on new hazardous materials, equipment or situations being introduced to campus to ensure necessary safety precautions are taken or in place.
  4. Interacts with equipment and hazardous material vendors, testing laboratories and contractors as required to order supplies, certify and maintain laboratory/safety equipment, or assist UTSA personnel.
  5. Assists, as directed by supervisor, federal, state, and local officials charged with ensuring compliance with applicable regulations, guidelines, and environmental issues (i.e. – CDC, DHS, EAA, EPA, OSHA, TDSHS, TCEQ, TDI/State Fire Marshal's Office).

<ol style="list-style-type: none"> <li>6. Reviews and approves purchases of chemicals, biologicals, controlled substances and possibly radioactive materials, radiation producing machines and lasers.</li> <li>7. Provides support to the select agent program.</li> <li>8. Assists with investigations related to fire, health and safety accidents and/or incidents to include hazardous substance releases, fires, fall injuries and other related accidents, injuries, or exposures associated with laboratories or other similar work areas.</li> <li>9. Performs additional duties as assigned.</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Attends conferences, meetings, and workshops to keep up-to-date on new safety techniques, best practices and changes to applicable codes and regulations.</li> <li>2. May sit as an alternate on university safety committees.</li> <li>3. May develop new programs or modify/extend existing programs in response to changing situations at the direction of the supervisor.</li> <li>4. Provides general safety and health training to UTSA personnel or students.</li> <li>5. Assists with the Chemical Inventory Program as needed.</li> </ol> </li> </ul>
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**Education**

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Chemistry, Biology, Physics, Environmental Science, Engineering, Safety, Industrial Hygiene or other related field.	Master's degree in Chemistry, Biology, Physics, Environmental Science, Engineering, Safety, Industrial Hygiene or other related field.

**Other Requirements**

<b>Required</b>	<b>Preferred</b>
Valid Class C Texas Driver's License, or ability to obtain one within 30 days of hire.	40 Hour HAZWOPER training to First Responder Operations Level.
Possess excellent communication skills, both verbal and written, and ability to interact with a professional constituency.	Professional Certification, such as: CHMM, CIH or CBSP.
Criminal Background Check (CBC).	

**Experience**

<b>Required</b>	<b>Preferred</b>
Two years of experience in chemical safety, biological safety, industrial hygiene, radiation safety, laser safety and/or environmental safety or two years of experience in a	Four years of experience in laboratory safety at an academic institution interacting directly with faculty, staff and students.
	Experience responding to hazardous and emergency situations.

chemistry, biology, engineering, physics or similar laboratory setting.	
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***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal protective clothing and respirator including air purifying respirator, protective suit, gloves, eyewear and footwear. Self-contained breathing apparatus (SCBA) may be required during spill response.	Various monitoring equipment to include gas, noise, radiation, and chemical detection meters and passive badges.
Motorized carts and vehicles.	
Personal computer, portable electronic devices, and standard office equipment.	
Various detection meters.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Academic, laboratory, research, clinical facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas	Work involves various degrees of hazard and may include prolonged work in outdoor conditions.
Physical ability to sit, walk, kneel, bend, crawl and climb.	Ability and willingness to wear protective clothing and 30 pound self-contained breathing apparatus.
Brief periods of work inside high containment laboratories.	May require working after hours and weekends to respond to emergency situations.
Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.	Will participate as a member of the UTSA HAZMAT/spill clean-up team if qualified and upon completion of specialized training.

***Supervision***

<b>Received</b>	<b>Given</b>
General direction/supervision from Safety Manager.	May provide direct or indirect supervision of assigned staff on a daily basis or for the duration of specific projects.

***Accuracy***

Accuracy in all phases of work performed.
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***Security Sensitive***

Specific job requirements or physical location of positions allocated to this classification render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.