



The University of Texas at San Antonio™

Job Description

Job Title:	Safety Specialist II	Job Family:	Compliance/Legal
Type:	Classified – Exempt	Job Code:	14427
Department:	Environmental Health, Safety, and Risk Management	Salary Grade:	62
Reports to:	Safety Manager, Officer, Coordinator or as assigned by Director	Created/Revised:	07/02/2021
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Provide advanced knowledge and expertise in the safety programs within the UTSA Environmental Health, Safety and Risk Management Programs and coordinate institutional compliance in chemical safety, biological safety, physical safety, radiation safety, laser safety, fire and life safety, or environmental protection programs.

Core Responsibilities

1. Responsible for operational oversight and management in safety policies and procedures for the safe use and control of hazardous materials, environmental concerns and waste control, fire and life safety systems, and/or occupational safety concerns at all UTSA campuses, and owned or operated facilities
2. Coordinates and 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 to include the identification of potential safety and health hazards. Makes recommendations to management, conducts evaluations of potentially hazardous areas and conditions, and advises employees, students, and faculty on safe practices for potential hazards.
3. May in the course of normal duties collect for processing, bulk packages and/or prepare for shipment hazardous chemical, biological or radioactive materials to include waste materials. Assists with ensuring all recyclable materials are properly collected, stored, and transported as required.
4. Interacts with equipment and hazardous material vendors, testing laboratories and contractors, environmental abatement and remediation contractors, fire safety systems contractors, and/or disposal companies as required to order supplies, certify, and maintain safety equipment, or assist UTSA personnel.
5. Assist, 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, TX-DSHS, TCEQ, TDI/State Fire Marshal’s Office).
6. Coordinates and assists with investigations related to fire, health, and safety accidents and/or other incidents to include hazardous substance releases, fall injuries and other accidents, injuries, or exposures.
7. Initiates preventative measures to proactively address potential health, safety, fire, and environmental hazards.
8. May participate as a voluntary member of the UTSA HAZMAT team if qualified by medical evaluation and

- successful completion of specialized training.
9. Attends conferences, meetings, and workshops to keep up-to-date on relevant safety techniques and changes to applicable codes and regulations.
 10. Takes a proactive approach to assist co-workers in various tasks, to ensure safety.
 11. Provides general safety and health training to University personnel.
 12. Performs work tasks in a safe manner and in accordance with work instructions.
 13. Proactively makes recommendations to improve safety.
 14. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
 15. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- Associate's degree in Basic or Applied Science, Engineering, Safety, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other related field.
- At the department's discretion, a H.S. Diploma or G.E.D. with two (2) years related experience may be substituted for Associate's degree.
- Valid Class C Texas Driver's License or ability to obtain one within 30 days of hire.

Experience

- Five years of experience in chemical safety, biological safety, industrial hygiene, occupational safety, radiation safety, laser safety, fire safety, life safety, and/or environmental safety.
 - At the department's discretion, additional education can be substituted for required experience.
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Knowledge Skills & Abilities

- Possess excellent communication skills, both verbal and written, and ability to interact with a professional constituency.
 - Motorized carts and vehicles.
 - Personal computer, portable electronic devices, and standard office equipment.
 - Various material handling equipment, to include ladders, hand trucks, dollies, pallet jacks and powered industrial trucks.
 - Balances, scales, and various detection meters.
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Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Academic, laboratory, research, clinical facilities, and field conditions in or adjacent to radiological, biological, chemical, and other hazardous material work areas.
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- 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.
- Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.
- May require working after hours and weekends to respond to emergency situations.

Physical Demands:

- Work involves various degrees of hazard and may include prolonged work in outdoor conditions.
- Duties may involve management of storage facilities including lifting 35-pound boxes 5 feet high, tilting 55-gallon drum (450 pounds), and using hand carts to move them.
- Ability and willingness to wear protective clothing and 30-pound self-contained breathing apparatus.