



The University of Texas at San Antonio™

Job Description

Job Title:	Safety Specialist I	Job Family:	Compliance/Legal
Type:	Classified – Non-Exempt	Job Code:	14428
Department:	Environmental Health, Safety, and Risk Management	Salary Grade:	61
Reports to:	Safety Manager, Officer, or Coordinator 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 knowledge and expertise in the safety programs within the UTSA Environmental Health, Safety and Risk Management Programs and assist the institution with compliance in chemical safety, biological safety, physical safety, radiation safety, laser safety, fire and life safety, or environmental protection programs.

Core Responsibilities

1. Describe all Core Responsibilities for the position. This is to include any supervisory (staff/function) requirements for the position
2. Responsible for operational oversight in safety policies and procedures for the safe use and control of hazardous materials, fire and life safety systems, and/or occupational safety concerns at all UTSA Campuses, and owned or operated facilities.
3. Assist 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.
4. 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.
5. 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.
6. 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, TDSHS, TCEQ, TDI/State Fire Marshal’s Office).
7. May participate as a voluntary member of the UTSA HAZMAT team if qualified by medical evaluation and successful completion of specialized training.
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.
9. Attends conferences, meetings, and workshops to keep up-to-date on new safety techniques and changes to applicable codes and regulations.
 10. Provides general safety and health training to UTSA personnel.
 11. Takes a proactive approach to assist co-workers in various tasks, to ensure safety.
 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

- Two years of experience in chemical safety, biological safety, industrial hygiene, occupational safety, radiation safety, laser safety, fire safety, life safety, and/or environmental safety.
 - Experience responding to hazardous and emergency situations.
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Knowledge Skills & Abilities

- Possess excellent communication skills, both verbal and written, and ability to interact with a professional constituency.
 - Knowledge of chemical, biological, physical, radioactive material, laser, fire, or environmental protection safety functions in order to assess hazards.
 - 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:

- 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:

- 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.
- 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.