

The University of Texas at San Antonio

Job Description

Job Title: Occupational Safety Specialist

Code: 16635

Salary Grade: 57

FLSA Status: Exempt

Department/Division: Environmental Health, Safety and Risk Management / Safety Division as assigned by Director

Reports To: Manager or Coordinator as assigned by Director

Summary

- **Function:** To provide staff assistance and compliance with policies, standards and regulations associated with occupational safety programs. Responsible for assisting the assigned Safety Division in developing safety programs, developing and delivering training programs, conducting job hazard assessments / safety analyses, facilitating workers compensation insurance (WCI) claims and investigative reports, assisting with the return to work (RTW) program, and conducting workplace ergonomic evaluations.
- **Scope:** Responsible for developing and implementing safety policies / procedures and program development for occupational safety concerns at all UTSA campuses, and owned or operated facilities.

Duties

- **Typical:**
 1. Assist in the continued development of institutional programs and policies, manuals, and guides related to occupational safety.
 2. Perform job hazard assessments with client work groups.
 3. Perform job safety analyses in work areas as directed by supervisor.
 4. Assist in the management of the return to work (RTW) program for employees injured on the job.
 5. As directed by supervisor, investigates accidents and prepares reports of code violations along with suggested corrective actions.
 6. Maintain appropriate records of accidents and safety violations, such as Employer's First Report of Injury, new claims entered, Police Incident Reports, and injury/illness analysis.
 7. Provide ergonomic assessments and consultation with management and employees as to methods and equipment that may assist in reducing potential on the job injury.
 8. Train University personnel in safety procedures and methods relating to

<p>occupational health, and ergonomic safety programs, as directed by supervisor.</p> <p>9. Maintain a high degree of confidentiality with employee record keeping.</p> <p>10. Ensure compliance with all applicable federal, state and local legislation and codes governing occupational health and occupational safety in all phases or work.</p> <p>11. Perform other duties as assigned to include supply and equipment orders.</p> <p>• <u>Periodic:</u></p> <p>1. Surveys and inspects occupational safety conditions as part of routine program management.</p> <p>1. Attend conferences, meetings, and workshops to keep up-to-date on new safety techniques and changes to applicable codes and regulations.</p>
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Education

Required	Preferred
Associate’s degree in Basic or Applied Science, Occupational Health, Health & Kinesiology, Nursing, Safety Engineering, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other relevant field.	Bachelor’s degree in Basic or Applied Science, Occupational Health, Health & Kinesiology, Nursing, Safety Engineering, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science, or other relevant 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.	

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	One or more professional certifications such as: ASP/CSP, CIH, COSS, LVN, OHST, etc.
Valid class C Texas driver’s license or the ability to obtain one within 30 days of hire.	Bi-lingual in English and Spanish
Ability to conduct walking surveys of buildings, stairways and construction sites.	

Experience

Required	Preferred
Two years of directly related experience in an occupational health setting.	Knowledge of chemical, biological, physical, fire, or environmental protection safety functions in order to assess hazards. Possess excellent communication skills, both verbal and written, and ability to interact with a professional constituency.
Personal computer and standard office equipment.	Relevant working experience in an academic institution of higher education.

Equipment

Required	Preferred
May be required to wear personal protective equipment such as gloves, eyewear, hearing protection and protective coats when conducting surveys in potentially hazardous areas.	Experience using a digital camera and other accident investigation tools.

Working Conditions

Usual	Special
Usual office conditions with periodic offsite travel required.	Occasional exposure to potentially hazardous / toxic materials and construction sites requiring the wearing of personal protection equipment.
	May require working after hours and weekends to respond to emergency situations.

Supervision

Received	Given
Receives assignments and guidance from supervisor. Works at a high level of technical competence with minimal supervision.	May provide direct or indirect supervision of assigned staff / interns on a daily basis or for the duration of specific projects(s).

Accuracy

Accuracy in all phases of work performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may 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 compliance with applicable laws, regulations, policies, and procedures is maintained at all times.
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