

The University of Texas at San Antonio

Job Description

Job Title: Environmental and Construction Safety Coordinator
Code: 16640
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Environmental Health, Safety, and Risk Management
Reports To: Environmental and Construction Safety Manager

Summary

- **Function:** Responsible for the overall coordination of construction safety, asbestos management, indoor air quality and the water intrusion and mold remediation programs.
- **Scope:** Responsible for the coordination and specific oversight of asbestos containing material, construction safety, mold remediation, and indoor air quality programs at all UTSA Campuses and owned or leased facilities.

Duties

- **Typical:**
 1. Ensures university facilities are properly surveyed for asbestos containing materials (ACM). Maintains the institutional Asbestos Management Plan and Asbestos Operations & Maintenance Program for qualified in-house abatement personnel. Maintains all records for work involving ACM in accordance with the Texas Asbestos Health Protection Rules (TAHPR). Conducts administrative and/or on-site reviews of all projects to determine if ACM will be disturbed by any planned work activities; and oversees inventory records that reflect equipment used to maintain and/or abate asbestos containing materials.
 2. When appropriate, initiates preventive measures to ensure that ACM will not be disturbed; conducts periodic monitoring and evaluation of indoor air quality and complaint-response evaluations to indoor air quality; and prepares and/or submits notifications of asbestos abatement activities to the Texas Department of State Health Services. Coordinate asbestos abatement projects in compliance with the TAHPR.
 3. Provides leadership to in-house personnel certified to perform asbestos related activities; arranges required training for Texas Department of Health licensing for University personnel.
 4. Responsible for the development and maintenance of indoor air quality (IAQ) and water intrusion / mold remediation management plans. Coordinates the monitoring of indoor ambient air for molds,

pollens and other particulates on a periodic basis as listed in the management plans, or as requested and in response to specific occupant complaints. Coordinates and oversees mold remediation projects in compliance with the Texas Mold Assessment and Remediation Rules (TMARR).

5. Responsible for oversight and routine inspection for construction safety compliance of Facilities' demolition, new construction, rehabilitation, renovation, and repair projects. Reviews and comments on construction plans as necessary relative to: ACM abatement; general construction safety; mold remediation, or IAQ concerns. May provide training to personnel relative to construction safety as needed.
6. Interacts directly with committee members, institutional staff, regulatory agencies, contractors, consultants and any other parties necessary to assure successful project coordination.
7. Provides departmental backup support and training in material handling equipment, confined space and work related accidents and injuries.
8. Performs other duties as assigned.

• Periodic:

1. Interfaces with vendors/manufacturers as needed.
2. Assist co-workers in the day-to-day operation of the Office of Environmental Health, Safety and Risk Management.
9. Presents technical support briefings and trains support personnel.
10. Attend conferences, meetings and workshops to keep current in new safety techniques, changes to applicable codes and regulations, and maintain applicable professional certification.

Education

Required	Preferred
Bachelor's degree in Basic or Applied Science, Engineering, Environmental Science, Industrial Hygiene, Occupational Safety, Biology, Chemistry, Hazardous Material Management, or other related field from an accredited institution.	Master's degree in Basic or Applied Science, Engineering, Environmental Science, Industrial Hygiene, Occupational Safety, Biology, Chemistry, Hazardous Material Management, or other related field from an accredited institution.
At the department's discretion, an Associate's degree in a discipline listed above with 2 years of directly related experience may be substituted for a Bachelor's degree.	

Other Requirements

Required	Preferred
Valid Class C Texas driver's license or ability to obtain one within 30 days of hire.	N/A
Knowledge of regulations and standards associated with the Texas Department of State	

Health Services, Texas Asbestos Health Assessment Rules (TAHPR), Texas Mold Assessment and Remediation Rules (TAMRR), and OSHA Part 1926 Safety and Health Regulations for Construction.	
Able to qualify by medical evaluation to wear appropriate respiratory protection. Able to lift 40 lbs without mechanical assistance.	Current OSHA 24 or 40 Hour HAZWOPER training. OSHA 30 hr Construction Training OSHA 10 hr General Industry Training
Demonstrated excellent organizational, written, and verbal communication skills.	Professional Certification, such as: ASP/CSP, CHMM, CIE, CIH, CMI, EPA IAQ, IAQCP, MICP, etc.
This is a security sensitive position that requires a criminal background check (CBC).	

Experience

Required	Preferred
Four years combined experience in environmental safety, asbestos abatement, construction safety, and/or industrial hygiene, of which two years must be in asbestos abatement related activities or industrial hygiene.	Six years of experience in environmental safety, asbestos abatement, construction safety, and/or industrial hygiene.
Two years experience in the use of personal computers with Microsoft Office and database management software.	Experience responding to hazardous material spills and other emergency situations.

Equipment

Required	Preferred
Confined space gas detection meters and air flow monitoring equipment. Particulate counters and biological / particulate sample collection equipment and culture media.	Experience with thermal imaging cameras.
Personal protective equipment to include: air purifying respirator; protective gloves; and appropriate shielding. Self-contained breathing apparatus (SCBA) and protective suits may be required during spill response.	
Standard office equipment including a personal computer, portable electronic devices, copiers and printers.	Experience using powered industrial trucks / forklifts.
Motorized carts and vehicles	
Material handling equipment to include: ladders; hand trucks; dollies; and carts.	

Working Conditions

Usual	Special
Normal: air conditioned office/classroom, lab, or mechanical space. Job requires frequent work in or adjacent to radiological, biological, chemical and other hazardous material work areas that include: laboratories; research facilities; hazardous waste facilities and field conditions.	May require working after hours and weekends to respond to emergency situations.
Work involves various degrees of hazard and may include prolonged work in outdoor conditions on rooftops and construction sites.	Ability and willingness to wear protective clothing and 30 pound SCBA
In performing the functions of this position, the incumbent must be able to sit stand, walk, kneel, bend, crawl and climb.	May participate as a voluntary member of the UTSA HAZMAT team if qualified by medical evaluation and successful completion of specialized training.
Note: Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.	

Supervision

Received	Given
General supervision from the Environmental & Construction Safety Manager.	May provide direct or indirect supervision of assigned Safety Specialists / Technicians and other assigned staff. May provide indirect supervision for in-house asbestos abatement personnel for the duration of specific projects.

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 applicable laws, regulations, policies, and procedures are complied with.
