

The University of Texas at San Antonio

Job Description

Job Title: Environmental and Occupational Safety Coordinator

Code: 16642

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Office of Risk and Emergency Management

Reports To: Executive Director

Summary

- **Function:** To provide professional knowledge and expertise in environmental and occupational safety to coordinate and oversee institutional safety programs, and to ensure institution compliance with all local, state, and federal regulations.
- **Scope:** Responsible for the coordination and oversight of environmental and occupational safety programs, including asbestos containing material, mold remediation, and indoor air quality programs. Develops, implements, and maintains institutional safety policies, procedures, and training; conducts job hazard assessments, safety analyses, and provides consultative assistance for all 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 guidelines related to environmental and occupational safety.
 2. Perform job hazard assessments, work area assessments, and safety analyses with client work groups.
 3. Investigate incidents and injuries and make recommendations for risk mitigation and process improvements.
 4. Ensure university facilities are properly surveyed for asbestos containing materials (ACM).
 5. Coordinate asbestos abatement projects and maintain all records in compliance with the Texas Asbestos Health Protection Rules (TAHPR). Prepares and/or submits notifications of asbestos abatement activities to the Texas Department of State Health Services.
 6. Conduct the monitoring and evaluation 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.

7. Coordinates and oversees mold remediation projects in compliance with the Texas Mold Assessment and Remediation Rules (TMARR).
8. Identify training needs and deficiencies for departments and programs. Administer and coordinate training on safety rules, regulations, policies, and procedures related to environmental and occupational safety. Interact directly with committee members, institutional staff, regulatory agencies, contractors, consultants, and any other parties necessary to assure successful project coordination.
9. Ensure compliance with all applicable federal, state and local legislation and codes governing occupational health and safety in all phases or work.
10. Monitor and assist with budget development for related areas.
11. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations and accidents; following University procedures; and participating in appropriate safety training.
12. Provide supervision of specialists and technicians, as required by the Director.
13. Perform other duties as assigned to include supply and equipment orders.

• Periodic:

1. Interface with vendors/manufacturers as needed.
2. Present technical support briefings and train support personnel.
3. Serve on one or more institutional safety committees as qualified and as approved by Director.
4. Attend conferences, meetings, and workshops to keep up to date on new safety techniques and changes to applicable codes and regulations.

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 4 years of related experience may be substituted for a bachelor's degree.	Professional Certification, such as: ASP/CSP, CHMM, CIE, CIH, CMI, EPA IAQ, IAQCP,

Other Requirements

Required	Preferred
This is a security sensitive position that requires a Criminal Background Check (CBC).	

Valid class C Texas driver's license or the ability to obtain one within 30 days of hire.	
Ability to conduct walking surveys of buildings, stairways, and construction sites.	
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 (Occupational Safety and Health Administration) Safety and Health Regulations	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.

Experience

Required	Preferred
4 years combined experience in environmental safety, occupational safety, asbestos abatement, and/or industrial hygiene, of which 2 years must be in asbestos abatement related activities or industrial hygiene.	Current OSHA 24- or 40-Hour HAZWOPER training. OSHA 30 hr. Construction Training OSHA 10 hr. General Industry Training
2 years experience in the use of computers with Microsoft Office and database management software.	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.	
Confined space gas detection meters and air flow monitoring equipment. Particulate counters and biological / particulate sample collection equipment and culture media	
Personal computer and standard office equipment including a personal computer, portable electronic devices, copiers and printers.	

Working Conditions

Usual	Special
Usual office conditions with periodic offsite travel required.	Occasional exposure to potentially hazardous / toxic materials and construction sites requiring the use of personal protection equipment.
Able to qualify by medical evaluation to wear appropriate respiratory protection.	May require working after hours and weekends to respond to emergency situations.
Able to lift 40 lbs. without mechanical assistance.	
In performing the functions of this position, the incumbent must be able to sit stand, walk, kneel, bend, crawl, and climb.	

Supervision

Received	Given
Receives general guidance from supervisor. Works at a high level of technical competence with minimal supervision.	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 compliance with applicable laws, regulations, policies, and procedures is maintained at all times.
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