# JOB DESCRIPTION

## BASIC POSITION INFORMATION

<table>
<thead>
<tr>
<th>Job Code:</th>
<th>3050</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Director, Environmental Health and Safety</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>Risk Management &amp; Compliance</td>
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<tr>
<td><strong>Job Family</strong></td>
<td>Administrative Operations</td>
</tr>
<tr>
<td><strong>Job Sub-Family</strong></td>
<td>Administrative Operations</td>
</tr>
<tr>
<td><strong>FLSA Classification:</strong></td>
<td>E</td>
</tr>
<tr>
<td><strong>Job Grade:</strong></td>
<td>28</td>
</tr>
<tr>
<td><strong>Grade Min:</strong></td>
<td>$63,587</td>
</tr>
<tr>
<td><strong>Grade Mid:</strong></td>
<td>$85,842</td>
</tr>
<tr>
<td><strong>UHD Succession Plan?</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Criticality of Position:</strong></td>
<td></td>
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<tr>
<td><strong>Campus Security Authority?</strong></td>
<td>Y</td>
</tr>
<tr>
<td><strong>Motor Vehicle Record Check?</strong></td>
<td>Y</td>
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</tbody>
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## JOB SUMMARY

The Director of Environmental Health and Safety (EHS) is responsible for developing and managing a comprehensive university-wide environmental health and safety program.

## DUTIES

- Leads development of UHD EHS programs and policies for physical/chemical/labatory safety and environmental protection functions, ensuring compliance with all applicable federal and state rules and regulations. Work with appropriate management and staff to implement and execute programs.
- Maintain EHS programs and ensure required activities occur to maintain EHS compliance. Act as the lead contact with government EHS agencies. Ensure necessary data for EHS reports is tracked along with timely report submittal. Advises/interacts with departmental safety committees to develop, implement, and execute safety culture awareness.
- Leads and/or participate in regular inspections and audits of university facilities to identify potential environmental health and safety hazards and discrepancies to ensure compliance with UHD EHS policies, regulatory standards, and national codes to develop solutions to issues. Participates in Facilities' project reviews to provide EHS expertise.
- Supervises the development and progression of all EHS staff (FT/students) in providing support to operating divisions/departments in order to be in compliance with federal, state and local EHS requirements.
- Responds to campus hazardous material incidents and other emergencies. On-call 24 hours per day 7 days per week.
- Evaluates training needs.
- Identifies fire/life safety issues.
- Performs other duties as assigned.

## MARGINAL DUTIES

- Performs other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Direct Reports:</th>
<th>Full Time Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation of Work:</td>
<td>Regularly assigns work to subordinate(s)</td>
</tr>
<tr>
<td>Supervision Given:</td>
<td>Makes final decision on evaluating employee performance; hiring new employees; disciplinary actions; makes final decision on scheduling employee work hours; makes final decision on coaching and counseling; training; provides recommendations on handling employee grievances and complaints; and makes final decision on granting time off</td>
</tr>
</tbody>
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QUALIFICATIONS

Required Education: Bachelor's degree with equivalent combination of training and experience

Required Experience: Minimum of eight (8) years of related work experience.

License/Certification:

PREFERRED QUALIFICATIONS

Eight (8) years of progressive experience in environmental health and safety is an asset.

ASP/CSP, CHMM

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: • Proficient with the use of safety equipment appropriate to the areas of responsibility
• Understanding of both theoretical and practical aspects for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field
• Knowledge of professional field equipment
• Knowledge of trends, issues, and accepted practices relevant to the position

Skills: • Advanced vocational and electronic skills
• Computer skills and be proficient in use of Microsoft Office Software and related software
• Candidates must have strong analytical and problem solving skills, as well as excellent interpersonal and communication skills

Abilities: • Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

WORK LOCATION AND PHYSICAL DEMANDS

Primary Work Location: Works in an office environment

Physical Demands: Work involves moderate exposure (several times a month for up to approximately 2 hours at a time) to unpleasant elements, such as chemicals, dust, fumes, smoke, dirt, loud noises, extreme temperatures, etc. May involve routine exposure to soiled materials and light chemical substances or hazardous waste

Position is physically comfortable; individual has discretion about walking (40%), standing (20%) and sitting (40%). Positions requires ability to lift (45 lbs), carry (25 lbs), push (25 lbs), and pull (25 lbs). Position requires ability to climb, balance, stoop, crouch reach, handle, speak, hear and see (color vision)

Position Specific Competencies

Title and Definition

Commitment to Excellence - UHD
* Demonstrates a commitment to competently perform his/her job duties and responsibilities within established time frames. * Continuously strives to improve work performance. * Accepts responsibility for his/her commitments to the university. * Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities.

Dependability
* Takes responsibility to accomplish job assignments within reasonable deadlines. * Willing to accept new projects and/or commitments. * Does due diligence to complete projects within specified timeframes and/or fulfill commitments. * Arrives to work on time prepared and ready to contribute.

Flexibility
* Willingly adjusts to changing work assignments or conditions. * Open to changes in operational procedures, technology, and/or organizational structure. * Views changes as opportunities for learning and professional development. * Displays a positive attitude to encourage others. * Promptly responds to changes in work priorities and/or unexpected circumstances or situations.

Focus on Customer Service
* Focuses on customer’s needs and expectations. (Customers can be students, external constituents, employees, or university guests.) * Respectfully ascertains customer’s needs and determines appropriate response. * Promptly responds by providing requested information, takes appropriate action, or refers customer to appropriate individual or department. * If further actions need to be taken, advises customers of realistic timeframes for a response to their request. * Follows up with customers on outstanding requests in a timely manner. * Tactfully explains to customers why their needs and/or expectations cannot be met if the university does not provide the requested information or services.

Integrity
* Demonstrates high ethical standards of conduct in the performance of his/her job duties and responsibilities. * Accepts responsibility for his/her actions. * Respects and complies with department and university policies, procedures, and work rules.
Operations Management
* Manages department or section operations consistent with department/section goals and objectives. * Administers the department/section budget ensuring effective utilization of financial resources and appropriate disbursement of funds. * Fosters a cooperative and productive work environment through motivation, encouragement, and mentorship of staff. * Ensures department/section compliance with university and department policies, procedures, and work rules. * Keeps management apprised of department/section activities and issues requiring senior management input.

Problem Solving
* Formulates plans and strategies to proactively resolve anticipated problems. * Prudently responds to unforeseen problems through careful consideration and analysis of problem and relevant information and circumstances. * Recognizes and apprises appropriate university administrator when resolution requires senior management input and/or approval.

Proficiency
* Possesses required job skills and knowledge. * Demonstrates the ability to apply those skills and knowledge to competently perform his/her job duties and assignments.

Respect and Cooperation
* Treats others with courtesy, respect, and dignity in the workplace. * Promotes cooperation through open and honest communications and consideration of others ideas, thoughts, and opinions.

Supervision

This job description may not encompass all duties and responsibilities associated with the position.