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Developed by:...SWA
Reviewed by:....SWA
Approved by:.....LK
Date:...12/16; 02/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Environmental Health & Safety (EH&S)

DIVISION: Administration and Finance

REPORTS TO: Assistant Director, Public Safety

GRADE: 13

SUPERVISES: EH&S professional staff, student workers, interns

BASIC FUNCTION:

Develop and manage environmental health and safety programs and policies to advance the health and safety of the University community, and promote University-wide compliance with local, state, and federal regulations and nationally recognized standards. Direct the activities of professional employees within Environmental Health & Safety, to include Biological Health and Safety, Chemical Health and Safety, Occupational Health and Safety, and Radiation Safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct the development, implementation and maintenance of campus environmental health and safety programs, including hazardous waste management, chemical and laboratory safety, radiation safety, occupational safety, and all aspects of the University's industrial hygiene plan.

Inspect University work facilities and equipment; consult with principal investigators, faculty, and supervisors to determine if planned experiments, research activities, maintenance and repair, construction and renovation activities, or any other University-sanctioned work meet environmental health and safety standards. Determine if equipment and work facilities conform to environmental health and safety standards. Consult with engineering and construction personnel on renovations or new proposed projects.

Serve as liaison with federal, state and local authorities in matters related to environmental safety and risk management. Ensure compliance with OSHA, ANSI, NFPA, EPA, CERCLA, RIDEM, and other governmental regulations.

Introduce and interpret, for University departments, various Federal, State, Local, and industry-recognized rules, regulations, and procedures governing hazardous materials and safety that may impact the University.

Provide expert technical consultation to University faculty, staff, and students regarding environmental health and safety matters.

Serve as the University's EH&S liaison to local first response agencies to implement best practices in storage and security of hazardous materials.

Administer and oversee contracts with outside licensed hazardous waste management companies for stabilization, transport, and disposal of University-generated hazardous waste.

Administer and oversee contractors providing services related to medical waste disposal, vaccination clinics, and other services managed by EH&S.

Ensure that Hazardous Waste Manifests, Safety Data Sheets, etc. are correctly processed in a timely manner and all records must be maintained in the specified locations. Ensure that hazardous substances are properly labeled in accordance with the Global Harmonizing System (GHS) and other applicable standards and requirements.

Respond to emergencies involving hazardous incidents to aid in remediation efforts on-site. Respond promptly in-person to all campus locations requiring environmental health and safety services. Respond to emergencies outside of normal working hours as needed.

Work with the Director of Facilities, the President's Council on Sustainability, and other stakeholders to coordinate activities relating to green initiatives that measure and/or reduce URI's carbon footprint.

Coordinate and present technical training programs in general safety training and/or specialty area for staff and faculty, as required by regulations, university/college/system policy and/or departmental directive.

Update and maintain required regulatory plans to include the University's Chemical Hygiene Plan, Hazard Communication Plan, Hazardous Waste Contingency Plan, and DOT Security Plan.

Perform related duties as required.

OTHER DUTIES AND RESPONSIBILITIES:

Ensure the inspection and testing of eyewash stations, emergency showers, fume hoods, etc.

Oversee the University's chemical inventory program.

Authorize expenditures of funds within program/division budget. Prepare bid specifications and coordinates purchasing for EH&S related services.

Prepare reports and maintains records as required.

Select, train, and supervise staff and/or students as assigned.

Serve on safety committees/councils as requested.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management software; valid driver's license; cell phone; hazardous materials training.

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, oils.

This position at times involves bending, reaching, ascending and descending stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, carrying, talking, and hearing.

QUALIFICATIONS:

REQUIRED: Master's degree in Environmental Health and Safety, Chemistry, Biology, Engineering, Occupational Health or related field and minimum of five years' experience in health and safety program development or management OR Bachelor's degree in Environment Health and Safety or related field and minimum of seven years' experience in health and safety program development or management; Demonstrated knowledge of applicable laws, regulations, nationally recognized standards and guidelines, as related to specialized environmental health and safety functions; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated administrative experience; Demonstrated organizational skills; Demonstrated ability to respond to situations requiring environmental health and safety services; Demonstrated ability to prepare detailed studies and reports, including recommendations; Demonstrated presentation skills; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Professional Certification, e.g., Certified Industrial Hygienist, Certified Safety Professional, Registered Biological Safety Professional or Certified Health Physicist; Demonstrated experience working in a laboratory environment; and, Demonstrated experience in environmental health and safety program development, preferably in an academic environment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.