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Developed by:.....SG  
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Industrial Hygiene and Fire Safety  
DIVISION: Business and Finance (Safety & Risk Management)  
REPORTS TO: Director, Safety and Risk Management  
GRADE: 11  
SUPERVISES: support staff

BASIC FUNCTION:

Plan, coordinate and supervise the University's program of industrial hygiene and fire safety; participate in the development of appropriate programs, objectives and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and manage the industrial hygiene and fire safety program for all campuses of the University.

Make appropriate decisions on regulatory and operational policies for the program and communicate those decisions to the entire community.

Provide through training and tracking procedures for the efficient conduct of the programs assigned.

Plan, supervise and perform industrial hygiene surveys and inspections of facilities, and make recommendations to the appropriate departments.

Supervise and perform the collection of air samples and other appropriate samples, and utilize direct reading chemical monitors, noise dosimeters, radiation detectors and other types of technical equipment to effectively characterize the exposures of individuals to potential health hazards.

Exercise professional judgment in deciding whether information collected during inspections and testing violate any regulations and/or standards.

Prepare appropriate inspection reports, technical reports and training programs in the areas assigned.

Recommend specific control measures such as training programs, personal protective equipment, work practice modification, control ventilation, product substitution and other measures to bring hazardous exposures and conditions within regulatory limits.

Provide consultation and training to employees as required.

Ensure an effective and timely flow of information from and to the University community, the general public and safety officials (this information involves emergencies and may be of a sensitive and confidential nature).

Review University staff and student injury reports for purposes of compliance, corrective action and recommendations.

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent the department on committees and at meetings and serve as liaison with other agencies.

Prepare annual reports of activities of a regulatory nature. As required, testify before committees, agencies, etc., concerning the regulatory activities at the University.

Cooperate with other staff and departments on investigations, studies, testing and reports as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management, spreadsheet and graphic arts software. Valid driver's license; certificate and/or specific courses in Industrial Hygiene.

**ENVIRONMENTAL CONDITIONS:**

The incumbent 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; may need to wear respirator. Position requires 24-hour callback in cases of emergency.

**QUALIFICATIONS:**

Bachelor's degree is required. A degree in chemistry, physics or mathematics is preferred. The following are also required: successful completion of training courses in industrial hygiene-related topics offered by recognized colleges and/or nationally recognized training centers for industrial hygiene; knowledge of the RI State Fire Safety Code and/or National Fire Protection Association requirements gained through specific courses, training or practical



experience; employment in a responsible technical capacity in the field of industrial hygiene relating to the evaluation and control of chemical and physical agent exposure hazards; thorough knowledge of industrial hygiene procedures, regulations and standards and the ability to apply such procedures; ability to analyze and interpret the results of field and laboratory work and to effectively communicate technically-oriented information; excellent interpersonal skills; ability to deal with emergency situations as a matter of routine; ability to communicate effectively verbally and in writing and to organize, coordinate and supervise support staff; demonstrated ability to coordinate complex management tasks. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

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

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