Environmental Hazards Specialist

<table>
<thead>
<tr>
<th>Job Family: Risk Management</th>
<th>Sub Family: Environmental Hazards</th>
<th>Career Track and Level: TAS 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: RISKHAZTAS2</td>
<td>Job Series: 36112</td>
<td>FLSA Category: NON-EXEMPT</td>
</tr>
<tr>
<td>Pay Grade: CA&amp;P</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

**Job Family**

**Risk Management:** Identifies and addresses all types of risk confronting the enterprise of the University or the safety of faculty, staff, students and the community. Develops, implements, and promotes campus safety programs.

**Sub Family**

**Environmental Hazards:** Supports university staff, faculty, and students in the safety of laboratories, facilities, equipment, etc., by ensuring compliance with safety/health regulations through inspection, testing, consultation, coaching, training, recommendation, and other methods.

**Job Responsibilities**

- Answers inquiries regarding risk management and safety and emergency services including concerns such as questions regarding safety, emergencies, Haz-Mat and campus risks.
- Handles routine office tasks such as answering the phone, greeting visitors, and answering routine inquiries.
- Orders and stocks appropriate supplies and materials. Maintains equipment according to specified standards.
- Maintains the safety and security of the campus environment by identifying, coordinating, and monitoring risk management and safety concerns and activities such as hazardous materials, emergencies and occupational safety.

**Role**

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time,
process, and results requirements; has some flexibility to modify workflow based on need and circumstances.

- Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.

**Requirements**

Knowledge of standard risk management and safety and emergency procedures, services, tools, and/or equipment in a field of specialization typically obtained by a high school degree or GED or equivalent and a minimum of 2 years of related experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*