

## **JOB FAMILY CONCEPT**

This family consists of four levels of Environmental Health & Safety (EHS) work encompassing positions responsible for a wide range of EHS functions. Levels are distinguished based on the complexity of work and scope of responsibility, independence of action including analyzing, interpreting, explaining, and managing the application of EHS practices and theories, and the level of supervision received, degree of autonomy and authority. These positions are distinguished from other job families by the primary responsibility for protecting University resources, including the safety and health of students, employees, visitors, university property and programs, and the University's financial resources. This job family is distinguished from the Risk Management job family by the primary responsibility of carrying out EHS activities, operations and programs. Emphasis is placed on advocating and monitoring compliance with environmental, occupational and other safety practices.

This family provides expertise and guidance in several areas including:

- Hazardous Materials and Chemicals
- Occupational Health & Safety
- Environmental Health & Safety
- Emergency Preparedness and Business Continuity
- Industrial Hygiene

## **TYPICAL FUNCTIONS**

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all functions are assigned every typical function.***

## ENVIRONMENTAL HEALTH & SAFETY

Job Classification

Adopted: November 26, 2006

Revised: July 1, 2009

- Interpret, apply and oversee compliance with federal, state, and local laws, regulations, codes and policies
- Keep abreast of regulatory changes and communicate them to campus community
- Provide consultation and advisory services
- Represent UA as the expert resource with external regulatory agencies
- Assess, research and analyze campus loss data and direct training/outreach programs to high-risk areas
- Apply, maintain, track and comply with permits and licenses
- Utilize specialized diagnostic, test and measurement equipment and maintain currency of equipment including certifications and technology
- Perform complex analyses and develop/implement risk mitigation processes
- Supervise staff
- Develop long-term strategic plans
- Develop policies, procedures and guidelines
- May develop, manage, or coordinate emergency preparedness and business continuity and resumption plans

### LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity, accountability, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### **Level 1**

**PCLS: 04601**

**Grade 76  
Non-Exempt**

#### ***Descriptors***

Work is performed under general supervision. Develop, implement, and maintain environmental health & safety programs that are small in complexity\* OR scope\*. Develop training curricula and present information in multiple forums to new and existing employees. Enter data and review for accuracy. Organize and interpret data for reporting. Perform routine environmental health & safety technical tasks requiring application of standard techniques, practices and criteria. Non-routine problems/issues are referred to a higher level.

#### ***Knowledge, Skills, and Abilities***

Knowledge of computer operations and database management. Knowledge of data collection and data entry procedures. Ability to collect and report data. Ability to interpret and manipulate report on findings. Ability to communicate effectively, both orally and in writing. Ability to multi-task and prioritize projects. Ability to present information in an effective, comprehensive manner

#### ***Education and Experience***

High School graduation and one year re



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***Knowledge, Skills, and Abilities***

Same as level three, plus: Knowledge of loss prevention, cost containment, ability to review and interpret the legal, insurance and risk aspects of contracts and agreements, claims investigation