**Assistant Director, Environmental Health and Safety Standard Job Description**

**Classification Title:** Assistant Director, Environmental Health and Safety

**FLSA Exemption Status:** Exempt

**Pay Grade:** 18

**Minimum Pay:** $124,638.33

**Job Description Summary:**

The Assistant Director of Environmental Health and Safety, under general direction, assists with planning and directing activities, and helps to establish and maintain effective safety programs in the areas of industrial hygiene, laboratory safety, occupational safety, and emergency response, as appropriate, to provide a safe and healthy environment for students, faculty, staff, and visitors.

**Essential Duties and Tasks:**

**30% Program Planning and Administration**

* Plans and directs safety and health programs designed to promote a safe workplace and healthy environment for faculty, staff, students, and visitors.
* Assists with development of departmental budgets and monitors expenditures.
* Helps evaluate the effectiveness of operations and suggests organization and/or programmatic changes as necessary to maintain an effective and compliant health and safety program.
* Develops and implements processes to ensure assigned programs follow State and Federal regulations, as well as the regulations and goals of the University.

**20% Staff Training and Supervision**

* Trains employees and students on safety protocols and procedures.
* Supervises the day-to-day operations of assigned area including the supervision of departmental employees.
* Provides guidance and direction to staff involved in administrative services and programs.

**10% Compliance and Evaluation**

* Reviews plans for construction and renovation projects and monitors changes to ensure compliance with applicable lab safety regulations.
* Helps evaluate the impact of new or proposed regulations on existing services, procedures, and programs.

**10% Communication and Representation**

* Helps represent Environmental Health and Safety to administrators, committees, outside agencies, and the public.
* Directs EHS-related questions from customers to the appropriate staff members.

**10% Technical Support and Development**

* Coordinates the review and update of relevant policies related to Environmental Health and Safety.
* Develops and maintains technical Standard Operating Procedures for all administrative activities of the department.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in related field or equivalent combination of education and experience.
* Twelve years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Familiar with OSHA, NFPA, TCEQ, and DSHS regulations.
* Must have computer skills and be proficient in the use of Microsoft Office software and safety equipment appropriate to areas of responsibility.
* Excellent verbal and written communication skills. Experience interacting with regulatory agencies.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**