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

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

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Minimum Pay:** $164,834.19

**Job Description Summary:**

The Director of Environmental Health and Safety, under general direction, leads crucial operations such as planning and directing activities, and establishing and maintaining 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. Responsible for directing, leading and ensuring that safety programs are in compliance with state, federal and with Texas A&M University System (TAMUS) guidelines and regulations

**Essential Duties and Tasks:**

**20%: Safety and Health Program Oversight**

* Oversees the planning and directing of safety and health programs designed to promote a safe workplace and healthy environment for faculty, staff, students, and visitors.
* Establishes and maintains 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.

**20%: Personnel Management and Representation**

* Supervises and trains employees.
* Establishes and maintains a qualified staff to support departmental operations. Represents Environmental Health and Safety to administrators, committees, outside agencies, and the public.
* Serves as the member’s primary interface with local, state, and federal regulatory agencies.

**20%: Budgeting and Reporting**

* Develops departmental budgets and monitors expenditures.
* Prepares and supervises the preparation of both special and routine reports on departmental operations, costs, and programs.
* Evaluate the impact of new or proposed regulations on existing services, procedures, and programs and communicates that information to the community as appropriate.

**20%: Compliance and Hazardous Waste Management**

* Approves plans for construction and renovation projects and monitors recommended changes and modifications to ensure compliance with applicable lab safety regulations and appropriate standards.
* Approves and enforces procedures for collection, storage, tracking, and dispersal of campus hazardous waste.
* Ensures that programs are in compliance with State and Federal regulations, as well as the regulations, goals, and requirements of the University and the Texas A&M University System (TAMUS).

**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.
* Sixteen years of experience in an environmental health and safety or related field.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**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/)**.**

[x]  **Yes**

[ ]  **No**

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

[ ]  **Yes**

[x]  **No**