 **Environmental Health and Safety Specialist I Standard Job Description**

**Classification Title:** Environmental Health and Safety Specialist I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 8

**Minimum Pay:** $21.73

**Job Description Summary:**

The Environmental Health and Safety (EHS) Specialist I, under general supervision, provides specialized knowledge in the operation and support of assigned area within an environmental health and safety program.

**Essential Duties and Tasks:**

**55%: Investigations and Assessments**

* Conducts incident investigations for events and accidents and develops appropriate response measures; may require operating a University vehicle to complete duties.
* Performs assessments in accordance with the Texas A&M EHS programs under supervisor's and more senior specialist's guidance.
* Responds to complaints regarding environmental health and safety issues by interacting and communicating effectively.

**10%: Record Keeping**

* Prepares reports for supervisors.

**10%: Training & Development**

* Conducts training in a specialized area. Participates in training and development opportunities.

**5%: Emergency Response**

* Responds with other EHS personnel to emergencies and assists emergency responders as needed.

**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:**

* Associate degree or equivalent combination of education and experience.
* Two years of experience in an environmental health and safety or related field.

**Required Licenses and Certifications:**

* None

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

* Working knowledge of environmental, safety, and health rules, regulations, and standards.
* Knowledge of word-processing and spreadsheet applications.
* Excellent verbal and written communication skills.
* Ability to work independently.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 15 hours
* Phone: 5 hours
* Anemometer: 2 hours

**Physical Requirements:**

* Ability to tolerate moderate exposure to extreme temperature, dust, dirt, fumes, smoke, loud noises, and chemical substances.

**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/)**.**

[ ]  **Yes**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**