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

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

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 9

**Minimum Pay:** $24.99

**Job Description Summary:**

The Environmental Health and Safety (EHS) Specialist II, under general supervision, provides specialized knowledge in the operation and support of assigned area within an environmental safety program. Acts independently ensuring work complies with program procedures.

**Essential Duties and Tasks:**

**55%: Inspections and Investigations**

* Performs inspections and investigations of environmental health and safety-related matters; may require operating a University vehicle to complete duties.
* Provides advice and technical guidance, including corrective action.

**10%: Record Keeping**

* Prepares and maintains records and reports pertaining to assigned duties.

**10%: Training & Development**

* Develops and implements safety education and awareness programs.
* 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.
* Four 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**