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

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

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 10

**Minimum Pay:** $28.74

**Job Description Summary:**

The Environmental Health and Safety Specialist III, under general supervision, provides specialized knowledge in the operation and support of assigned area within an environmental health and safety program. Develops programs, offers technical guidance and identifies, evaluates and measures effectiveness of safety programs.

**Essential Duties and Tasks:**

**55%: EHS Operations**

* Performs inspections and investigations of environmental health and safety-related matters.
* Develops standard operating procedures for environmental health and safety activities.
* Evaluates the effectiveness of University safety programs and equipment.
* Provides technical advice and guidance to EH&S Specialists I & II, including technical corrective action.
* May require the use of a University vehicle to complete duties.

**10%: Record keeping**

* Prepares, maintains high quality records and reports of a more complex nature pertaining to assigned duties, for distribution outside of EHS department.

**10%: Training & Development**

* Develops and implements safety training 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.
* Six 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.
* Strong public speaking skills.

**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**