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

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

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 5

**Minimum Pay:** 15.85

**Job Description Summary:**

The Environmental Health and Safety Technician I, under supervision, performs assigned tasks to gain knowledge and actively contribute to supporting a designated area within an environmental health and safety program.

**Essential Duties and Tasks:**

**60%: Learns & Assists with Routine Functions**

* Learns and assists with routine tasks in any functional area with regards to environmental health and safety.
* Learns and assist with safety inspections.
* Learns and assists with hazard identification and risk assessments.
* Learns and assist with safety equipment calibration, inspections, and maintenance.
* Learns and assists with proper waste management practices.

**10%: Records & Reporting**

* Learns and assists with maintaining records of inspections and how to prepare reports.

**5%: Training & Development**

* 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:**

* High school graduation or equivalent combination of education and experience.
* No prior experience required.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 15 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/)**.**

[ ]  **Yes**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**