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

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

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Environmental Health and Safety Coordinator III, under general direction, assists in the management of the System member’s environmental health and safety program. The position coordinates within the full spectrum from preventative mitigation to assessment reporting as well as other related activities (ie: training, building proctor, and after-hours emergency response). The position supports all aspects of a full-service EHS program to ensure a safe, healthy, and comfortable work environment for employees and visitors. The position adheres to requirements to ensure compliance with applicable Federal, State, and local regulatory agencies, as well as Texas A&M University System (TAMUS) policies and regulations.

**Essential Duties and Tasks:**

**30%: EHS Program Management Support**

* Assists in the management of the environmental health and safety program.
* Supports all aspects of a full-service EHS program to ensure a safe, healthy, and comfortable work environment for employees and visitors.

**30%: Compliance and Inspection**

* Coordinates regular inspections and audits of facilities and ensures compliance.
* Provides reports, letters, information, and support to ensure correction of related violations, inadequacies, objectives, programs, etc.
* Ensures related equipment is maintained, tested, and inspected and that any mandated inspections are scheduled and accomplished on time.

**10%: Training and Documentation**

* Provides technical expertise to staff regarding hazard evaluations, recommendations, and follow-ups.
* Presents programs, trainings, and briefings to personnel and various organizations on support and implementation of programs.
* Manages comprehensive manuals, guides, checklists, presentations, procedures, and policies for programs as well as the review of proposed research and sponsored program projects to determine impact on environmental health, safety, and risk management.

**10%: Regulatory Compliance and Incident Coordination**

* Maintains current knowledge of applicable laws and requirements.
* Complies with regulatory agencies and National guidelines such as, but not limited to, Texas Department of Health (TDH), National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA).
* Provides support for the liaison relationship with varied regulatory agencies.
* Adheres to requirements to ensure compliance with applicable Federal, State, and local regulatory agencies, as well as Texas A&M University System (TAMUS) policies and regulations.
* Performs and assists in the investigation of injury incidents that occur to employees and visitors, administering preventive remedies to mitigate recurrence.
* Must be able to promptly respond in person, on-site, to after-hours emergencies.

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

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 20 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**