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

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

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Minimum Pay:** $68,742.40

**Job Description Summary:**

The Environmental Health and Safety Specialist IV, under general supervision, provides highly advanced specialized knowledge in the operation and support of assigned area within an environmental health and safety program. Exercises discretion and judgement to apply advanced knowledge and expertise in the design and implementation of programs, imparting specialized training to other personnel, delivering expert technical guidance, and assessing the effectiveness of safety programs.

**Essential Duties and Tasks:**

**55%: Advanced EHS Operations & Expertise**

* Develops comprehensive standard operating procedures for environmental health and safety activities covering a wide spectrum.
* Expertly evaluates the effectiveness of the safety programs and equipment and provides subject-matter insight level recommendations to management and leadership.
* Conducts advanced inspections and in-depth investigations into matters concerning environmental health and safety, addressing intricacies and potential hazards.
* Performs advanced inspections and investigations of environmental health and safety-related matters, providing advanced hazard identification and risk assessments.
* Offers expert-level technical advice and guidance to other personnel, giving advanced insight, including technical corrective action.
* Performs investigation of injury incidents that occur to employees and visitors and administers preventive remedies to mitigate recurrence.
* Performs advanced safety equipment calibration, inspections, and maintenance.
* May require the use of a University vehicle to complete duties.

**10%: Advanced Record Keeping and Reporting**

* Prepares and maintains records and reports of the most advanced nature.
* Ensures the reports are of the highest quality, suited for distribution outside of the department and adhering to high professional standards.

**10%: Advanced Safety Training and Awareness**

* Develops comprehensive safety training and awareness programs and implements the most advanced safety training and awareness programs.

**5%: Emergency Response**

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

**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.
* Eight 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.
* Knowledge of OSHA, EPA, TNRCC and TDH regulations.

**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**

**No**

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

**Yes**

**No**