 **Manager, Environmental Health and Safety Standard Job Description**

**Classification Title:** Manager, Environmental Health and Safety

**FLSA Exemption Status:** Exempt

**Pay Grade:** 15

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Bryan / College Station \* | $98,817.20 |
| Dallas Ft. Worth  | $101,783.04 |

\*Locations not listed will follow the Bryan/College Station rate.

**Job Description Summary:**

The Environmental Safety Manager, under direction, manages and supervises complex units within the assigned Safety department.

**Essential Duties and Tasks:**

**30%: Project Management and Reporting**

* Generates applicable reports and recommendations regarding system acceptance, punch lists, and project closeouts.
* Attends and assigns personnel to attend meetings at various stages of design, construction, and acceptance of systems for new construction and renovation projects.
* Coordinates with program managers and supervisors to distribute information and gather comments for review and acceptance.
* Coordinates plan distribution and comments collection for new renovation projects.
* Oversees programs to develop and manage safe construction programs.

**25%: Personnel Management and Training**

* Hires, trains, and supervises personnel.
* Assigns and reviews tasks of personnel to ensure compliance with codes and standards.

**15%: Program Management and Inspection Oversight**

* Manages various Management Programs.
* Ensures appropriate maintenance of records and provides applicable reports.
* Directs personnel to conduct required inspections and monitoring as required.
* Assists with management and applicable reports.

**10%: Safety Inspections and Compliance**

* Conducts safety inspections and maintains records on code compliance for campus facilities.
* Issues permits and conducts site inspections for events involving various outdoor functions.
* Responds to emergencies, incidents, or accidents and assists other emergency response personnel.

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

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 30
* Phone: 5

**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**