



University System of Maryland Job Class Specification

TITLE: ENVIRONMENTAL HEALTH & SAFETY ASST
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: C-194091

JOB CODE: N11EHU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ENV

APPROVED BY:

Chancellor's Designee:
James Sansbury, Acting Director Human Resources

EFFECTIVE DATE: 09/15/2005

JOB SUMMARY

Under direct supervision, assists with a wide range of routine assignments in two or more specialty areas in environmental health and safety. The nature of work involves data collection, field work, research and training. The primary duties associated with each specialty area are indicated as follows: EH - Environmental Hygiene, FP - Fire Protection, RS - Radiation Safety, RM - Risk Management, and WM - Waste Management.

PRIMARY DUTIES

1. Conducts routine surveys to evaluate detrimental environmental factors arising in or from the workplace such as indoor air quality, asbestos, lead based paint, and storm water discharge. (EH)
2. Inspects laboratories for compliance with chemical hygiene and biological safety standards and assists in developing recommendations for corrective action. (EH)
3. Assists in developing and presenting training programs such as right to know, asbestos awareness, and use and function of personal protective equipment. (EH)
4. Assists in assessing the life safety features of facilities by comparing findings to the standards established by the National Fire Protection Association, the Americans With Disabilities Act, and other federal and state regulatory agencies. (FP)
5. Responds to fire emergencies and assists in conducting fire related investigations. (FP)
6. Assists in presenting fire safety public education programs such as fire drills, emergency evacuation procedures, and use of fire extinguishers. (FP)
7. Conducts routine radiation safety inspections for contamination and exposure assessments. (RS)

N11EHU - SYSTEMWIDE - ENVIRONMENTAL HEALTH & SAFETY ASST

Page 2

8. Assists in evaluating the handling of radioactive materials and radiation producing devices. (RS)
9. Assists in the preparation of mandatory federal and state reports on radiation dosimetry, radiation sources, and material inventory. (RS)
10. Assists in the conduct of all accident and incident investigations. (RM)
11. Assists in developing and presenting training programs on topics such as driver improvement, accident prevention, and SERMA (State Employee Risk Management Agency) services and programs. (RM)
12. Assists in administering the institution's insurance program such as claims filed for injuries sustained on state property and personal property damage. (RM)
13. Performs routine activities such as hazardous waste pickups, packaging, labeling, and treatment or disposal. (WM)
14. Assists in the preparation of mandatory federal and state reports such as annual reports and waste minimization reports. (WM)
15. Assists in developing and presenting employee training programs on safe and effective waste management practices. (WM)

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree

EXPERIENCE:

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, comprehend, and apply federal, state, and local environmental, occupational health and safety, fire and life safety, hazardous waste, radiation safety, and asbestos regulations, codes, and requirements; to prepare technical reports and analyses and maintain required records; to learn and apply evaluation and survey techniques including the use of environmental sampling devices and analytical equipment; to establish and maintain effective working relationships with faculty, staff, and students; to communicate effectively both orally and in writing; to operate computers and other standard office equipment; to work in, on, around, under and over fixed equipment

N11EHU - SYSTEMWIDE - ENVIRONMENTAL HEALTH & SAFETY ASST

Page 3

and machinery; to lift and transport assigned tools and equipment; to work in hazardous or irritating environments; to work with hazardous materials; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Employees in this job class may be required to be available for emergency response at any time and to use their personal automobile while conducting official business. Employees may also be required to obtain a Commercial Driver's License (with Hazardous Materials Endorsement) and a State of Maryland CHS (Controlled Hazardous Substance) Vehicle Operator's Certificate and to be trained to work with asbestos, radioactive, and hazardous materials. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations. Employees in this job class may be subject to pre-employment and random drug testing. Offers of employment may be contingent on applicant obtaining medical clearance by university approved medical staff.