



University System of Maryland Job Class Specification

TITLE: ENVIRONMENTAL HYGIENE ASSISTANT
FLSA: NONEXEMPT
EEO6: H50
IPDES-SOC: C-194091

JOB CODE: N11EYU
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 environmental and industrial hygiene, occupational safety and health, or biosafety. This involves data collection, field work, evaluations, sample analysis, research and training.

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.
2. Operates standard equipment and instrumentation such as indoor air quality meters and velometers.
3. Prepares reports of inspections and analyses performed. Maintains files of reports and analyses.
4. Assists in developing and presenting training programs such as right to know, asbestos awareness, and use and function of personal protective equipment.
5. Collects samples such as biological specimens or air and waste water to evaluate personnel exposure and compliance with regulations.
6. Participates in institutional response to emergency situations.
7. Maintains and calibrates equipment utilized in environmental hygiene surveys.
8. Assists in maintaining hazardous materials and personnel exposure records.

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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 and industrial hygiene, occupational health and safety, or biosafety regulations, codes, and requirements; 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 prepare technical reports and analyses and maintain required records; 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 and machinery; to lift and transport assigned tools and equipment; to wear and work in personal protective equipment; to work in hazardous and irritating environments; to work with hazardous materials.

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 work with asbestos, radioactive, and hazardous materials. Employees may also be required to be available for emergency response at any time; to use personal automobile while conducting business; and to obtain a Commercial Driver's License with Hazardous Materials Endorsement and a State of Maryland CHS (Controlled Hazardous Substance) Vehicle Operator's Certificate. 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.