

# AgriLife Classification Description

Last Updated: 4/17/02

8870  
ENVIRONMENTAL SAFETY ASSISTANT MANAGER  
07/18/02

## SUMMARY

**General Description:** Assists in managing and supervising functional units within the Environmental Health and Safety Department.

## DUTIES

**Typical:** Develops, coordinates and supervises programs that insure compliance with Federal and State regulatory requirements; conducts required inspections; conducts or assists in the operational testing of equipment; submits appropriate reports, permit applications and/or inspection results as required by the regulations; serves as subject matter specialist; designs and initiates training Texas A&M University employees; writes procedures in specialized field; responds to campus emergencies and performs other safety related activities as appropriate; develops and implements communications and regulatory updates; helps develop University response plans for campus emergency early warning and environmental emergencies; performs related duties as required.

## SUPERVISION

**Received:** General instruction and periodic review as needed from administrative supervisor.

**Given:** Detailed instruction and frequent review of Environmental Safety Technicians I and II and Environmental Safety Specialists. General instruction and periodic review as needed from administrative supervisor.

## EDUCATION

**Required:** Bachelor's degree or any equivalent combination of training and experience.

**Preferred:** Bachelor's degree in environmental science or a related field, engineering, a natural science or industrial hygiene.

## EXPERIENCE

**Required:** Seven years of progressive experience in occupational safety and health.

**Preferred:** Three years of experience in areas of assigned responsibilities.

## LICENSES, CERTIFICATES OR REGISTRATION

**Required:** Must be able to obtain a State of Texas Commercial Driver's License within 30 days of employment.

**Preferred:** None.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Familiar with OSHA, EPA, TNRCC and TDH regulations. Must have computer skills and be proficient in the use of Microsoft Office software and safety equipment appropriate to areas of responsibility. Excellent communication skills. Use of standard office equipment, microcomputers and terminals in a mainframe environment.