

Job Title	Environmental Health and Safety Officer II
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Environmental Health and Safety Officer II, under general direction, performs highly advanced and specialized work in programs to ensure compliance with Federal, State, and local regulatory agencies, as well as Texas A&M University System (TAMUS) policies and regulations.

Essential Duties and Responsibilities

- Conducts regular inspections and audits of agency facilities and ensures compliance. Provides reports, letters, information, and support to ensure correction of related violations, inadequacies, objectives, programs, etc.
- Provides technical expertise to staff regarding hazard evaluations, recommendations, and follow-ups. Presents programs, trainings, and briefings to personnel and various organizations on support and implementation of programs.
- Assists in maintaining comprehensive manuals, guides, checklists, presentations, procedures, and policies for programs as well as the review of proposed research and sponsored program projects to determine impact on environmental health, safety, and risk management.
- Ensures related equipment throughout campus is maintained, tested, and inspected and that any mandated inspections are scheduled and accomplished on time.
- Maintains current knowledge of laws and requirements imposed upon the agency. Complies with regulatory agencies and National guidelines such as but not limited to Texas Department of Health (TDH), National Fire Protections Association (NFPA), Occupational Safety and Health Administration (OSHA). Provides support for the liaison relationship with varied regulatory agencies.
- Performs and assists in the investigation of injury incidents that occur to agency employees, students, and visitors administering preventive remedies to prevent recurrence to ensure campus safety.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Environmental Health and Safety or related discipline, or equivalent combination of education and experience.

Experience – Two years of related experience in environmental health and safety.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of environmental rules, regulations, and standards. Knowledge of OSHA and other health and safety regulations.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills.

Licensing / Professional Certification – Valid driver's license and ability to obtain a State of Texas commercial driver's license within 60 days of employment.

Physical Requirements – Ability to exert moderate force and lift moderately heavy objects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	