

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Environmental Health and Safety Assistant
RANK: Administrator II
DEPARTMENT: Office of Environmental Health and Safety
SUPERVISOR: Director of Environmental Health and Safety

POSITION SUMMARY

The Environmental Health and Safety (EHS) Assistant is responsible for assisting the Director of Environmental Health and Safety in the day-to-day management of all environmental health and safety programs at CCSU.

SUPERVISION EXERCISED

Not applicable.

POSITION RESPONSIBILITIES

Assists in the implementation of ergonomics, indoor air quality and industrial hygiene programs.

Assists the Director of EHS with the review of food service on campus to ensure compliance with sanitary codes in areas such as delivery, storage, disposal, etc.

Under the direction of the Director of EHS, assists with pest control on campus.

Assists in the collection, inventory, labeling, segregating and storage of hazardous waste containers from satellite accumulation areas.

Under the direction of the Director of EHS, conducts inspections of waste storage areas and maintains inspection records.

Maintains inventory of spill response materials and supplies.

Collects, bulks, and prepares Universal waste for disposal.

Under the direction of the Director of EHS, conducts inspection of life and fire safety equipment and systems.

Under the direction of the Director of EHS, coordinates outside contractor activities (i.e., placing phone calls and granting them access to a building).

Assists in delivering EHS training to students, faculty and staff.

Maintains EHS compliance permits and records.

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Assists the Director in responding to spills/odors or other University-related emergencies.

Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Associate's degree in environmental science or related field and two years of related work experience. Knowledge of chemical properties and segregation techniques, basic knowledge of OSHA's general industry safety standards and knowledge of proper food handling. Must be able to successfully pass a medical examination, including respiratory protection, and lift 50 lbs. Must have demonstrated good verbal and written communication skills. Must possess valid CT driver's license. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Non-Exempt.

 2/15/18
For CCSU Date For SUOAF 14 FEB 18 Date

Tracking# 18021401JB

02-14-18: FLSA status corrected from Exempt to Non-Exempt.
11-12-15: In use at WCSU. Changes made to allow use at CCSU.