



## SUOAF Job Description

### Environmental Health & Safety Assistant

**Rank:** Administrator II

**FLSA Status:** Non-Exempt

**Department:** Environmental & Facilities Services

**Approved:**

**Supervisor:** Director of Environmental Health & Safety

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#### **Position Summary:**

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

#### **Supervision Exercised:**

Not Applicable

#### **Position Responsibilities:**

1. Assists in implementation of ergonomics, indoor air quality and industrial hygiene programs.
2. Assists in incident investigations and OSHA 300 log management.
3. Maintains Personal Protective Equipment inventory and inspection records.
4. Assists in collection, inventory, labeling, segregating and storage of hazardous waste containers from satellite accumulation areas.
5. Under the direction of the Director of EHS, conducts inspections of waste facilities and maintains all inspection records.
6. Maintains inventory of spill response materials and supplies.
7. Collects, bulks, and prepares biological and Universal waste for disposal.
8. Under the direction of the Director of EHS, conducts inspections of life and fire safety equipment and systems.
9. Under the direction of the Director of EHS, coordinates outside contractor activities (i.e.: placing phone calls and granting them access to a building)
10. Assists in delivering EHS training to students, faculty and staff.
11. Maintains EHS compliance permits and records.
12. Assists the Director in responding to spills or other University-related emergencies.
13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

**Qualifications:**

- Bachelor's degree required (sciences or environmental science preferred)
- Hazardous Waste Operation & Maintenance Training (Hazwoper 40-hour certification) preferred.
- Two years of experience in inventory control and record keeping.
- Knowledge of life safety and fire systems.
- Knowledge of chemical properties and segregation techniques.
- Basic knowledge of OSHA's general industry safety standards.
- Must be able to successfully pass a medical examination, including respirator protection.
- Must be able to lift 50 lbs.
- Good written and verbal communication skills.
- Valid driver's license required, CDL preferred.

**These requirements may be waived for individuals with alternate experience.**

**Approvals:**

  
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**Human Resources**

10/6/22  
**Date**

  
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**SUOAF-AFSCME**

10/05/2022  
**Date**

Tracking# 22100501JD