



**University of Texas at El Paso
Job Description**

Job Code: 6618
Job Title: Safety Specialist II
Department: Environmental Health and Safety
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 26, 2010

Summary: Provides technical knowledge in the operation and support of safety programs in compliance with regulatory agency guidelines and institutional policies. Implements policies and procedures to ensure a safe work environment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Performs and oversees inspections of properties and facilities to evaluate safety issues.

Consults with institutional personnel to resolve problems and to interpret and implement regulations, policies and procedures.

Responds to potentially unsafe conditions such as spills of hazardous materials and other campus emergencies.

Responds to potential exposures to hazardous materials, fire and/or smoke reports, and other problems as may arise.

Analyzes results of sampling and equipment testing and calibrating activities to ensure personnel and facility safety.

Develops and conducts safety training classes for institutional employees and students, as required.

Maintains current knowledge of policies, guidelines and regulations from government agencies.

Assists in developing comprehensive prevention and preparedness programs and participates in drills and exercises.

May provide leadership and supervision to Safety Specialist I and Safety Technician positions.

Performs Safety Specialist I responsibilities as needed or required.

May perform functions of technician and inspector positions as needed.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associate's Degree.



Minimum Experience required: Four years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: 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.

While performing the duties of this job, the employee is regularly required to use hands to feel and reach with hands and arms. The employee is frequently required to stand; walk; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, eye protection, hard hat, lab coat, full body suit, and respirator or dust mask.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives and risk of radiation. The employee is frequently exposed to high, precarious places and outside weather conditions. The employee is occasionally exposed to extreme cold. The noise level in the work environment is usually loud.