



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

**Job Code:** 6619  
**Job Title:** Safety Specialist I  
**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 assistant regarding hazardous waste management projects and provides treatment and containment of hazardous waste.

**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:**

Assists with the development, implementation, and maintenance of programs and procedures for packaging, treating, storing, transporting, and disposing of wastes including hazardous, TSCA (PCB and Asbestos), special, biological, and radioactive.

Assists with the development, implementation, and maintenance of the Hazardous Management Communications Program designed to protect the employees and environment.

Maintains Material Safety Data Sheets for all chemicals at the facility.

Surveys laboratories to determine type and magnitude of disposal issues. Audits facilities to determine corrective action for treatment, storage, and disposal of hazardous waste; consults with faculty and staff to correct deficiencies in safety.

Assesses available hazardous waste treatment and disposal alternatives, including costs involved, to compare economic impact of alternative methods.

Assists in developing comprehensive spill prevention programs and reviews facility plans for spill prevention; participates in developing spill reporting regulations and environmental damage assessment programs; prepares reports of findings concerning spills and prepares material for use in legal actions.

Interprets chemical formulas, inspects safety equipment in labs, wash stations, and showers, and answers inquiries.

Tracks and monitors radioactive waste.

Solicits vendors, initiates purchase orders and audits invoices.

Provides technical assistance in event of hazardous chemical spill, and identifies pollutant, determines hazardous impact; recommends and performs corrective action.

Maintains ChemSwap Program.

Maintains logs of Hazardous Materials Management Program, daily waste pick-ups, disposals, Annual Waste Summaries.

Maintains working knowledge of new technologies developed by the industry and government regulators.

Performs air monitoring tests.

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:** No supervisory responsibilities.

**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:** Two 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, back belt, 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.