

Saint Michael's College
Job Description

Job Title: Environmental Health and Safety Officer
Department: Facilities
Supervisor: Director of Facilities

Date Created: 07/28/2005

Last Revised: 09/28/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Provides leadership, guidance, and oversight across campus regarding environmental health and safety
- College facilities and personnel are kept safe with properly updated, implemented, and enforced policies and procedures
- Records are maintained and reports are generated to ensure compliance with all necessary regulations

Essential Duties and Responsibilities:

- Recommends, implements, and oversees related construction projects
- Oversees and documents the proper storage, use, and disposal of hazardous materials
- Provides annual safety training to appropriate campus personnel in compliance with all necessary regulations
- Responds to hazardous material conditions/spills and indoor air quality issues in a timely manner. Recommends and implements any needed corrective plan. Disseminates information to affected employees/students
- Manages ongoing environmental remediation/clean-up projects. Contacts appropriate regulatory parties
- Recommends corrective action or disciplinary action for violations of the environmental health and safety policies
- Oversees all campus utilities to include scheduling required inspections, permit renewal, and invoice payment
- Manages financial resources within assigned budget and makes recommendations for budget modification
- Serves as the Chair of the Risk Management and Safety Committee
- Represents Facilities on the Sustainability Committee and potentially other related committees
- Serves as the College's contact person for various federal, state, and local agencies regarding environmental health, safety, and utility programs
- Available, in general, for emergency response 24/7 with assistance from other facilities personnel
- Oversees the campuses pest control through preliminary investigation and coordination with contracted vendor
- Purchases, maintains, and calibrates various technical monitoring equipment (meters) to ensure safe working conditions
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Implements and oversees non-related construction projects
- Oversees and assists with the purchase, inventory, and repair of dormitory furniture with contracted vendor
- Provides support to administrative assistant with work order and trip direct web-based software

Positions Supervised:

- Support staff as/when needed

Major Contacts:

- Employees within the Facilities department
- Faculty within the Science departments
- Students within the Sciences programs

- Public Safety to include officers and switchboard
- Regulatory personnel
- Suppliers and Contractors

Demonstrates Excellence:

- Analyzes situations quickly, interprets information, and makes relevant decisions immediately
- Consistently motivates employees to comply with regulatory requirements
- Deals with unanticipated situations immediately and decisively
- Utilizes a high degree of analytical, communication, and interpersonal skills
- Presents information/training in a competent, compelling manner that is understood by a diverse audience
- Engages with students, faculty and staff with a high level of inclusivity and sensitivity
- Displays a commitment to continuous growth and development to contribute to the college's commitment to fostering an equitable and inclusive working and learning environment

Education and Work Experience:

- Bachelor's degree in Environmental Science, Safety Engineering or similar Science/Engineering
- Minimum of five years' experience in environmental health and safety, preferably in a college/university setting

Analytic Skills:

- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation

Language and Literacy Skills:

- Prepares and delivers written and spoken information to small and large groups
- Effectively manages meetings
- Often in speaking, represents the institution to the audience
- Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills:

- Proficient with Microsoft Office products
- Proficient with Adobe Acrobat
- Proficient with "Tier 2 Submit" software (chemical inventory reporting)
- Proficient with web-based software

Licenses, Certifications and Other Requirements:

- 40-hour HAZWOPER certification required
- Hazardous Waste Disposal for VT Generators training required
- State of Vermont certified asbestos inspector, management planner and project designed desired
- State of Vermont certified lead inspector and lead risk assessor desired
- Valid driver's license and meets driver's eligibility requirements as stated in the Saint Michael's College Vehicle Use

Physical Demands:

Work is often performed in a typical non-office environment requiring:

- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties, the employee is regularly required to lift and/or move 26-50 pounds.

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 a disability to perform the essential functions.

Additional Requirements for the Job:

- Use of personal vehicle on a regular basis to travel within campuses and between campuses
- Must be able to tolerate occupational exposure to heights, confined spaces, extreme temperature conditions and various hazardous chemicals including but not limited to asbestos, lead, petroleum distillates, etc.
- May be required to be clean shaven in order to wear personal protective equipment
- Must submit to an annual occupational physical and lab tests
- Ability to speak/present/train to groups of people sometimes >50

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.