

The University of Texas at San Antonio

Job Description

Job Title: Safety Specialist I
Code: 14428
Salary Grade: 58
FLSA Status: Non-Exempt
Department/Division: Environmental Health, Safety, and Risk Management
Reports To: Safety Manager, Officer, or Coordinator as assigned by Director

Summary

- Function: To provide knowledge and expertise in the safety programs within the UTSA Environmental Health, Safety and Risk Management Programs and assist the institution with compliance in chemical safety, biological safety, physical safety, radiation safety, laser safety, fire and life safety, or environmental protection programs.
- Scope: Responsible for operational oversight in safety policies and procedures for the safe use and control of hazardous materials, fire and life safety systems, and/or occupational safety concerns at all UTSA Campuses, and owned or operated facilities.

Duties

- Typical:
 1. Assist campus faculty and staff in compliance with institutional policies and programs for chemical, biological, physical, radiation, laser fire, life, and/or environmental protection safety to include the identification of potential safety and health hazards. Makes recommendations to management, conducts evaluations of potentially hazardous areas and conditions, and advises employees, students, and faculty on safe practices for potential hazards.
 2. May in the course of normal duties collect for processing, bulk packages and/or prepare for shipment hazardous chemical, biological or radioactive materials to include waste materials. Assists with ensuring all recyclable materials are properly collected, stored, and transported as required.
 3. Interacts with equipment and hazardous material vendors, testing laboratories and contractors, environmental abatement and remediation contractors, fire safety systems contractors, and/or disposal companies as required to order supplies, certify and maintain safety equipment, or assist UTSA personnel.

- 4. Assist, as directed by supervisor, federal, state, and local officials charged with ensuring compliance with applicable regulations, guidelines, and environmental issues (i.e. – CDC, DHS, EAA, EPA, OSHA, TDSHS, TCEQ, TDI/State Fire Marshal’s Office).
 - 5. Assists with investigations related to fire, health and safety accidents and/or incidents to include hazardous substance releases, fires, fall injuries and other related accidents, injuries, or exposures.
 - 6. Performs additional duties as assigned.
- Periodic:
 - 1. Attends conferences, meetings, and workshops to keep up-to-date on new safety techniques and changes to applicable codes and regulations.
 - 2. Provides general safety and health training to UTSA personnel.

Education

Required	Preferred
Associate’s degree in Basic or Applied Science, Engineering, Safety, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other related field.	Bachelor’s degree in Basic or Applied Science, Engineering, Safety, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other related field.
At the department’s discretion, a H.S. Diploma or G.E.D. with two (2) years related experience may be substituted for Associate’s degree.	

Other Requirements

Required	Preferred
Valid Class C Texas Driver’s License, or ability to obtain one within 30 days of hire.	40 Hour HAZWOPER training to First Responder Operations Level. Professional Certification, such as: ASP/CSP, CHMM, CIH, CFI/CFPE/CFSP, etc.
Possess excellent communication skills, both verbal and written, and ability to interact with a professional constituency.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in chemical safety, biological safety, industrial hygiene, occupational safety, radiation safety, laser safety, fire safety, life safety, and/or environmental safety.	Knowledge of chemical, biological, physical, radioactive material, laser, fire, or environmental protection safety functions in order to assess hazards.
	Experience responding to hazardous and emergency situations.

Equipment

Required	Preferred
Personal protective clothing and respirator including air purifying respirator, protective suit, gloves, eyewear and footwear. Self contained breathing apparatus (SCBA) may be required during spill response.	Various monitoring equipment to include gas, noise, radiation, and chemical detection meters and passive badges.
Motorized carts and vehicles.	
Personal computer, portable electronic devices, and standard office equipment.	Experience using pH meter, confined space gas detection meters and air flow monitoring equipment.
Various material handling equipment, to include ladders, hand trucks, dollies, pallet jacks and powered industrial trucks.	
Balances, scales, and various detection meters.	

Working Conditions

Usual	Special
Academic, laboratory, research, clinical facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas	Duties may involve management of storage facilities including lifting 35 pound boxes 5 feet high, tilting 55 gallon drum (450 pounds), and using hand carts to move them.
Work involves various degrees of hazard and may include prolonged work in outdoor conditions.	Ability and willingness to wear protective clothing and 30 pound self-contained breathing apparatus.
Physical ability to sit, walk, kneel, bend, crawl and climb.	May require working after hours and weekends to respond to emergency situations.
Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.	May participate as a voluntary member of the UTSA HAZMAT team if qualified by medical evaluation and successful completion of specialized training.

Supervision

Received	Given
General direction/supervision from Safety Manager, Officer or Coordinator as assigned.	May provide direct or indirect supervision of assigned staff on a daily basis or for the duration of specific projects.

Accuracy

Accuracy in all phases of work performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.