

The University of Texas at San Antonio

Job Description

Job Title: Safety Technician II
Code: 14430
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Environmental Health, Safety and Risk Management
Reports To: Safety Specialist I

Summary

- Function: To provide assistance in the environmental and construction safety, laboratory safety or life safety divisional programs within the Office of Environmental Health, Safety and Risk Management.
- Scope: Assist the Safety Specialist or Coordinator with daily operational activities and oversight in safety policies and procedures for construction/environmental safety, hazardous materials, lab safety, recycling, fire and life safety systems, and/or occupational safety concerns at all UTSA campuses and owned, leased, or operated facilities.

Duties

- Typical:
 1. Collect, process, and document environmental samples, including water, soil, and air.
 2. Assist in the Inspection of safety issues including laboratories, life safety, and environmental/construction issues.
 3. Coordinates and maintains the recycling program by monitoring, collecting, compacting, documenting, and reporting all recycling related activities.
 4. Promote and communicate the recycling program to faculty, staff, students, and contract agencies at UTSA.
 5. Support the Downtown, Hemisfair Park/Institute of Texan Cultures, and Park West campuses on environmental health, safety, and risk management safety matters.
- Periodic:
 1. Assist the Safety Specialist or Coordinator in the development and implementation of policies and procedures.
 2. Provide educational and promotional topics to campus personnel on safety or recycling issues.
 3. Certify or remain current on duties related to environmental health, safety,

and risk management.
4. Perform additional duties as assigned.

Education

Required	Preferred
High school diploma or GED.	One or more years of college-level science classes.

Other Requirements

Required	Preferred
Valid Class C Texas Driver's License or ability to obtain one within 30 days of hire.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years experience with handling materials in general safety, radiation or hazardous waste environment.	N/A

Equipment

Required	Preferred
Personal computer and equipment used in the normal course of the job to include basic material handling aids such as a hand truck, dolly or push cart.	Familiarity with basic laboratory equipment such as balances / scales, pH meter and radiation survey meter.
Use of personal protective equipment (PPE) such as gloves, eye/face protection, lab coat and occasional use of respirator.	

Working Conditions

Usual	Special
Usual laboratory conditions. May spend extended time (> 30 min.) in walk-in cold box or working in outside weather conditions.	Hazardous materials and equipment may be encountered in laboratory. May assist in hazardous material spill containment / clean up as necessary. Requires ability to lift up to 40 lbs on a regular basis.

Supervision

Received	Given
Specific instruction for new assignments,	None.

general supervision of routine duties.	
--	--

Accuracy

Proficiency in all duties 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.
