

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Safety Specialist III  
Code: 16616  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Environmental Health, Safety, and Risk Management  
Reports To: Environmental

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## *Summary*

- Function: To provide advanced knowledge and expertise in the safety programs within the UTSA Environmental Health, Safety and Risk Management Programs. Specialized certifications and advanced education and experience provide for mentorship of junior personnel in completing daily duties and solving complex problems relative to institutional compliance in chemical safety, biological safety, physical safety, radiation safety, laser safety, fire and life safety, or environmental protection programs.
  
- Scope: Responsible for operational coordination and implementation of sectional / divisional safety policies and procedures for the safe use and control of hazardous materials, environmental concerns and waste control, fire and life safety systems, and/or occupational safety concerns at all UTSA Campuses, and owned or operated facilities.

## *Duties*

- Typical:
  1. Coordinate, and assist campus faculty and staff to comply 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. Make recommendations to management; develop policies and procedures; and advise employees, students, and faculty on using safe practices.
  2. Participate as a member of the UTSA HAZMAT emergency response team in a leadership or mentoring role for junior personnel. Respond to emergency hazardous material spills and releases as qualified by training and medical evaluation.
  3. Dependent on assignment, 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. Assist with ensuring all universal waste and recyclable materials are properly collected, stored, and transported as required.
  4. Dependent on assignment, may in the course of normal duties evaluate laboratory areas and / or fire and life safety systems for code compliance

- and best practices.
5. Conduct evaluations of potentially hazardous areas and conditions as directed by supervisor to ensure compliance with regulatory requirements. Dependent on assignment, may be responsible to conduct periodic and one-time environmental monitoring for air contaminants, potable and non-potable water and soil testing.
  6. Interact 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. Work with manager or coordinator to develop material and equipment specifications.
  7. As directed by supervisor, assist federal, state, and local officials charged with ensuring compliance with applicable regulations, guidelines, and environmental issues (i.e. – CDC, DHS, EAA, EPA, OSHA, TXDSHS, TCEQ, and Texas Department of Insurance/State Fire Marshal’s Office) during onsite inspections or regulatory inquiries.
  8. Coordinate and assist with investigations related to health and safety accidents and/or incidents to include hazardous substance releases, fires, fall injuries and other related accidents, injuries, or exposures.
  9. Initiate preventative measures to proactively address potential health, safety, and environmental hazards.
  10. Perform additional duties as assigned.

• Periodic:

1. Attend conferences, meetings, and workshops to keep up-to-date on new safety techniques and changes to applicable codes and regulations and maintain certification(s).
2. Provide periodic status reports on divisional functions as required by division manager / supervisor.
3. Provide general safety and health training to University personnel.

***Education***

<b>Required</b>	<b>Preferred</b>
Baccalaureate degree in Basic or Applied Science, Engineering, Safety, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other related field.	Master’s degree in Basic or Applied Science, Engineering, Safety, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Valid Class C Texas Driver’s License or ability to obtain one within 30 days of hire.	40 Hour HAZWOPER initial training to First Responder awareness level plus 24 hour HAZWOPER training to Hazardous Material Technician Level.
Possess excellent communication skills, both verbal and written, and ability to interact with a professional constituency.	

Professional Certification, such as: ASP/CSP, CBSP, CHMM, CCHO, CIH, or CFI/CFPE/CFSP, related to environmental health and safety functions as approved by hiring manager.	divisional requirements for this position.
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five 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.
At the department's discretion, each additional year of post-baccalaureate education can be substituted for 1 year of required experience.	Experience responding to hazardous spills, releases, and emergency situations. Experience working in an academic institution of higher education highly desired for this position.
Two years of experience as a qualified respirator user in an employer approved respiratory protection program.	

***Equipment***

<b>Required</b>	<b>Preferred</b>
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.	Experience using pH meter, confined space gas detection meters and air flow monitoring equipment.
Motorized carts and vehicles.	Excellent skills using MS WORD and EXCEL programs.
Personal computer, portable electronic devices, and standard office 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***

<b>Usual</b>	<b>Special</b>
Academic, laboratory, research, clinical facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas.	Duties 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 stairs and ladders.	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.	Participates as a member of the UTSA HAZMAT team if qualified by medical evaluation and successful completion of specialized training.

***Supervision***

<b>Received</b>	<b>Given</b>
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.
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***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.
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***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.
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