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PUBLIC SAFETY JOB FAMILY – EMERGENCY, ENVIRONMENT, HEALTH AND SAFETY

JOB FAMILY CONCEPT: The Public Safety job family is responsible for all aspects of regulatory and legal enforcement and providing a safe campus, institution, and community. Public Safety roles provide environmental health safety and evaluation, emergency preparedness, training and guidance, and protection for students, staff, faculty, general public and environment.

EMERGENCY, ENVIRONMENT, HEALTH AND SAFETY

The Emergency, Environment, Health and Safety role has a primary responsibility of protecting the safety and health of the campus community by recognizing, eliminating and controlling safety and health hazards in the environment and preparing for and managing emergencies.

EMERGENCY, ENVIRONMENT, HEALTH AND SAFETY 1

Typical Functions

- Supports emergency, environmental, health and safety programs by performing technical tasks.
- Performs a variety of simple, repetitive tasks.
- Maintains safety in university buildings by conducting basic safety inspections.
- Inspects, replaces and installs standard safety equipment.
- Conducts basic surveys of equipment.
- Initiates plans, schedules and determines regular building and campus inspection courses.
- Prepares paperwork, records and logs inspection data, and prepares and maintains documentation.
- Delivers basic training on safety equipment or procedures.
- Disposes of hazardous materials following policies and procedures.
- May participate in and assess fire drills and evacuation routes.

Complexity and Decision Making Authority

Decisions to act are based on well-established policies and procedures. Provides support for emergency, environmental, health and safety programs and remedies for compliance under supervision and closely follows established policies and procedures.

Knowledge, Skills, and Abilities

Knowledge of assigned area. Knowledge of standard procedures or tests related to assigned area. Basic computer skills. Communication skills. Ability to follow personal protective equipment guidelines. Ability to work under hazardous and emergency response conditions. Ability to prioritize work in situations requiring quick action.

Education/Experience

High school or equivalent and one year of related experience, or equivalent combination of education, training and experience.

License/Certification

Applicable certifications may be required.

EMERGENCY, ENVIRONMENT, HEALTH AND SAFETY 2

Typical Functions

- Supports emergency, environmental, health and safety programs by performing advanced technical tasks.
- Performs a variety of related and reoccurring assignments.

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- Monitors conditions through environmental inspections and surveys of buildings and facilities.
- Performs basic testing.
- Plans for fire drills and other safety emergency response plans.
- Trains and collaborates with campus-wide community in planning activities or in area of expertise.
- Ensures compliance with fire protection systems and other safety equipment.
- Calibrates equipment and determines safe operating settings based on regulations, procedures and specifications.
- May have responsibility for a focused safety specialty.
- May interact with outside vendors.

Complexity and Decision Making Authority

Receives instruction from and reports findings to higher level. Performs complex steps of and operation or project or completes important stages of a process or project.

Knowledge, Skills, and Abilities

Detailed knowledge of established processes, methods, and techniques. Knowledge of relevant scientific or field principles. Communication skills. Ability to follow personal protective equipment guidelines. Ability to react with appropriately in stressful situations.

Education/Experience

High school or equivalent and three years of related experience, or equivalent combination of education, training and experience.

License/Certification

Applicable certifications may be required.

EMERGENCY, ENVIRONMENT, HEALTH AND SAFETY 3

Typical Functions

- Works with staff, faculty, students and community on risk assessments, hazard identification and mitigation; or crisis management activities, preparedness training, and prepares emergency plans and procedures for any type of disaster.
- Conducts risk and/or damage assessments and recommends actions to prevent accidents, maintain regulatory compliance, and plan for emergencies.
- Partners with internal and external agencies including local, state, and federal agencies to develop and implement emergency management procedures.
- Performs inspections, analyzes samples, audits inventory, documents findings and makes recommendations.
- Investigates complaints of hazardous conditions or violations to compliance.
- Investigates and reports on accidents and incidents.
- Prepares reports that identify safety and policy violations.
- Recommends or performs actions to correct compliance issues and other violations found during inspection.
- Recommends corrective actions to prevent violations.
- Performs investigations and may respond to emergency hazards.
- Provides technical assistance by developing, reviewing and revising policies and procedures for labs, shops or other inspected areas.
- Provides training and outreach to campus community, may be in an area of expertise.
- Develops practice exercises based on plans and procedures, coordinates drills, and participates in community preparedness initiatives and plans.

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- Develops and implement programs and procedures that serve and accommodate needs of a diverse community.
- May be assigned to specific aspect of emergency management, environmental, health or safety program within a designated specialty area.
- May develop business continuity plan to create systems of prevention and recovery to deal with unplanned events and how to keep organizations operating during or following events.
- May implements crisis management procedures and may act as emergency operations center manager.

Complexity and Decision Making Authority

Operates under general supervision, organizes and plans work independently. Performs varied duties and assignments involving some judgement. Resolves routine problems under area of expertise. Refers complex issues to higher level. May require ingenuity and creative solutions. Applies broad knowledge of emergency management principles, practices and procedures to accomplish duties. Completes complex assignments where outcomes and broad guidelines are defined, but methods and procedures may vary and require judgement and initiative. Requires a level of expertise in one or more areas of the field typically acquired by professional preparation. Responsible for the interpretation and application of regulations and policies and the recommendations and/or actions to remedy violations or respond to emergencies. Confers with higher level on unusual matters and refers unresolvable issues to higher level.

Knowledge, Skills, and Abilities

Knowledge of relevant local, state and federal regulations. Knowledge of applicable program requirements and industry procedures. Knowledge of applicable software applications. MS Office skills. Excellent communication skills. Technical writing skills. Ability to deliver presentations and present information. Ability to follow personal protective equipment guidelines. Ability to maintain composure in emergency situations.

Education/Experience

Bachelor's degree in relevant field and three years of related experience, or an equivalent combination of education, training and experience.

License/Certification

Applicable certifications preferred.

EMERGENCY, ENVIRONMENT, HEALTH AND SAFETY 4

Typical Functions

- In addition to level 3, acts as a team lead and may have supervision responsibilities.
- Provides program oversight to area of specialty.
- Provides consultation and training to faculty, staff and students on regulatory and best management practices in specialty area including emergency management, public health, safety and environmental matters.
- Develops programs by providing expertise, guidance and leadership.
- Provides oversight in the implementation of programs.
- Ensures training of a specialty area.
- Contributes to the development and revision of policies.

Complexity and Decision Making Authority

Applies broad knowledge of principles, practices and procedures of a specialty field to accomplish duties. Completes difficult assignments where outcomes are defined, but methods and procedures may vary and require judgement. Confers with higher level on unusual matters and refers unresolvable issues to higher level. Requires a level of expertise in one or more areas of the field typically acquired by professional preparation. Responsible for the interpretation and application of regulations and policies and the recommendations and/or actions to remedy violations or respond to

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emergencies.

Knowledge, Skills, and Abilities

Advance knowledge of specialty area. Knowledge of related fields and how they interrelate. Knowledge of applicable regulations. Observation and investigation skills. Excellent communication skills. Ability to conduct thorough investigations and make effective recommendations. Ability to follow personal protective equipment guidelines. Ability to communicate with diverse audience. Ability to be flexible and adaptable to new situations.

Education/Experience

Bachelor's degree in relevant field and four years of related experience, or an equivalent combination of education, training and experience.

License/Certification

Applicable certifications preferred.