



CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Environmental Specialist

Series Purpose: The purpose of the Environmental Scientist occupation is to conduct field and/or office reviews, facility or site inspections, and/or prepare and process reports and documents detailing conditions having impact on environment.

Class Concept: The class works under general supervision and requires considerable knowledge of all aspects of environmental, health and safety compliance in order to ensure compliance with state and federal requirements. This position is responsible to coordinate the operations of the EHS laboratory spaces and associated equipment, performs audits in all laboratories and industrial spaces on campus to ensure critical environmental health and safety equipment is provided, inspected, and maintained in proper working condition, oversees EHS department meters to ensure calibration is current and they are properly functioning, is responsible to manage funds allocated for procurement of supplies and services.

Incumbents autonomously performs non-routine administrative tasks, and/or relieve the supervisor of routine and/or administrative duties, and/or provide general secretarial assistance through routine administrative tasks, and/or provide secretarial assistance requiring training in technical terminology. Non-routine administrative tasks include, but are not limited to, independently formulating decisions and/or judgements involving non-legal interpretation of policies and procedures as they would apply to any given situation to resolve problems, prepare correspondence and/or reports, or to carry out other assignments. Typically, reports to academic and/or non-academic departmental and/or divisional unit leadership positions.

Job Duties: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Plays a key role in office automation by performing business functions at the request of, or in the absence of, the supervisor's direct and/or indirect behest; duties may include but are not limited to: responds to correspondence; researches and prepares data for budget inclusion; assists in writing budget justification; monitors spending and maintains fiscal records; monitors budgets and independently makes transfers as needed. Relieves supervisor of routine administrative duties; makes recommendations regarding program activities; researches and analyzes materials, information, and programs; provides technical information and advice to administrators to aid in decision making; assists in developing new procedures related to established program policy. Provides secretarial assistance through routine administrative tasks, independently provides explanation, orally and/or in writing of services or activities of assigned area.

Effective 11/05/2024

Performs public relations duties; researches and responds to inquiries and complaints; furnishes information and explains programs to public; works on special events, assignments, and projects as directed; prepares reports, publications, memos and presentations for dissemination outside work unit.

Manages the Infectious Waste Program to ensure compliance with the Ohio EPA infectious waste regulations; coordinates waste pickups and deliveries with STEM laboratories, athletics and the rec center, as needed; participates in OH EPA inspections.

Maintains and operates the large waste processing autoclave in the EHS laboratory; trouble shoots issues; coordinates repairs with facilities and service vendor; performs quality control testing according to regulations ensuring sterilization of all forms of infectious waste before transport; completes waste shipping papers as required; informs supervisor of any problems with the Infectious Waste Program.

Maintains and operates the small autoclave the EHS laboratory; trouble shoots issues; coordinates repairs with facilities and service vendor; performs quality control testing according to regulations ensuring sterilization of all Dental Hygiene instruments.

Performs laboratory analysis to determine water quality levels and interprets results to determine compliance with Ohio Department of Health public swimming pool regulations; troubleshoots and calibrates automated pool chemical injection system; coordinates repairs with facilities and service vendor; monitors pool chemical quantities and initiates chemical request orders as needed; assists night shift supervisors/staff with questions about the pool during off shift hours, responds as necessary.

Keeps records and performs all necessary quality control measures of the laboratory. Oversees inventory of meters in the EHS laboratory spaces used to detect radioactive material, indoor air quality, natural gas, noise, hazardous particulate and others; ensures current calibration and functioning of meters; coordinates service and repair as needed.

Performs inspection of safety critical equipment campus wide including AEDs, first aid kits, eye wash stations, and emergency showers; reports deficiencies and coordinates repair/service as needed; orders required supplies; manages the tracking system for these items and works with corresponding employees. Performs inspection of oil operated equipment throughout campus in accordance with Spill Prevention, Control and Countermeasure (SPCC) plan; documents compliance with OH EPA regulations.

Assists in university pest control operations; requisitions equipment and supplies. Maintains chemical and biohazard spill supplies and personal protective equipment inventory. Responds to and evaluates employee complaints regarding safety, indoor air, and other health related concerns.

Other Functions and Responsibilities: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

Knowledge, Skills, and Abilities:

Knowledge of: General knowledge of Ohio EPA infectious waste regulations; Ohio DOH regulation on public swimming pool; OSHA regulations on emergency response and first aid; safety meters; Ohio EPA SPCC regulations. Supervisory principles and/or techniques; budgeting procedures; public relations; office management; administrative practices and procedures; general office practices and procedures; English grammar and composition; arithmetic that includes addition, subtraction, multiplication and division; unit-specific office practices and procedures; records management; business communications.

Skill in: operation of personal computer, office equipment, and software applications, laboratory analysis equipment.

Ability to: gather, collate, and classify information according to established methods; collaborate on projects; prepare and deliver presentations; write directives, memos and other publications; define problems, collect data, establish facts, and draw valid conclusions; handle sensitive contacts with public and other work units; deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; assess questions and provide appropriate information or referral.

(*) Developed after employment.

Equipment Operated: Computer and all other standard office equipment. Sterilization Autoclave, chlorine meter, pH meter, laboratory instruments such as titration columns, test tube bathes, and warming ovens.

Work Schedule: Typically, M-T-W-Th-F 8:00 a.m. to 5:00 p.m.

Unusual Work Conditions: May be exposed to dangerous chemicals, materials, and/or unpleasant odors.

Supervision Exercised: May exercise supervision over student employees.

Required Certifications, Training, and/or Licensures: Certified Pool Operator License (may obtain with 3 months hire); valid driver's license.

Minimum Qualifications: High School Diploma or GED; one year of experience in environmental health and safety compliance; and valid driver's license.

Physical Requirements: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

Medium: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.