Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Environmental Health & Safety Specialist

Department: Environmental Health & Safety  Reports to title: EH&S Director

Full Time:  X  Part Time:  Date Prepared:  November 22, 2019

Job Group & Level: PT-1  Regular Daily Work Schedule:  7  to  3
1. **Summary of Position:**
Assists the EH&S Director and Manager with maintaining a comprehensive environmental, health and safety program by performing multi-media inspections, collecting, compositing and coordinating pickups of hazardous waste, maintaining inventories of all EH&S supplies, calibrating equipment and responding to emergencies and other EH&S related incidents. In addition, this position oversees the college vehicle accident, insurance, registration, violations/tickets and EZ-Pass program, as well as maintaining several required databases, most aspects of accounting and billing and assisting in the management of training and the EH&S web site. This position collaborates with a diverse set of other personnel on campus.

- Responsible for performing EH&S multi-media inspections, which includes; building environmental, hazardous materials/waste, fire, kitchen, pest control, safety and sanitation in all academic and residential buildings on campus in compliance with local, state and federal regulatory requirements
- Responsible for hazardous waste main and satellite accumulation area inspections, the collection and compositing of hazardous waste, as well as coordination of the pickup and disposal of same, through our hazardous waste contractor
- Handles most aspects of the college vehicle program, including but not limited to insurance, leasing, registration, tracking, violations, EZ-Pass and 5College Inc. interface for credentialing and accidents.
- Responsible for accounting/billing within the department, such as keeping track of all accounts, paying bills, monitoring the credit card statements, replenishing petty cash for RMV etc., and maintaining a database that includes all of the above
- Maintains inventory of all EH&S equipment and supplies, including but not limited to first aid supplies and personal protective equipment.
- Maintains several databases, including asbestos, budget, lead, permits and training
- Assists with the creation and maintenance of EH&S training programs and the EH&S Web Site.
- Maintaining the College MSDS On-Line Program
- Contributes to an inclusive community for all

2. **Principal Duties and Responsibilities:**

**20% Hazardous Waste**
- Main and Satellite Hazardous Waste Accumulation Areas
  - Weekly (required) inspections
  - Collection and compositing of all hazardous waste, including Rental Housing
  - Obtaining the necessary SDS’s for proper disposal of waste
  - Coordinating the waste pickup’s (asbestos, lead and hazardous waste) with the appropriate licensed disposal companies

**20% College Vehicle Program**
- Registering existing and new vehicles (exceeding 100) on an annual basis
• Tracking, and maintaining all binders, databases for all vehicles
• Personally dealing with (verbal and written) representatives of leasing companies such as Enterprise as it pertains to leases and purchase of vehicles
• Tickets and EZ-Pass Violations
• Aspects of vehicle credentialing and vehicle safety training, including on-line
• Verifying, approving and denying requests for EZ-Pass vehicles, which includes e-mailing denials for the use of EZ-Pass vehicles

20% **Inspections** (Multi-Media)
• Inspections of both academic and residential buildings on campus
  ○ Building, construction, environmental, fire, hazardous materials/waste, kitchen, pest, safety and sanitation
  ○ Generates written reports, initiates work orders and meets with persons to assist with corrective actions, as required.

20% **Computer Related Work**
• Maintaining all databases including, but not limited to; accounting, asbestos, confined space, hot works, inventories, personal protective equipment, training and vehicles
• Assists in the development on new training programs and works directly with the IT department to get new and modified programs on line, with testing (as required)
• Assists with the maintenance and modifications of the EH&S Website, which includes annual review of multiple policies, procedures and training programs
• Tracking all aspects of the EH&S budget, including databases, inventory control and credit card oversite as it pertains to purchases, both by check and credit card

10% **Equipment and Inventory Control**
• Monitors and orders all first aid and personal protective equipment, as well as checking equipment calibration for multiple departments and inspecting fixed air quality monitoring equipment across campus.
• Monitors indoor air quality equipment that EH&S places at various sites around the campus for indoor air quality and moisture related concerns, and takes the necessary steps to mitigate any identified issues with the responsible facilities department(s)

05% **Emergency Response**
• Responds to various types of complaints and emergencies, such as
  ○ Indoor Air Quality
  ○ Leaks, odors and spills
  ○ Bug and pest issues, deemed as emergency

05% **Other**
• Administrative duties at Safety Committee meetings, including agendas and meeting minutes
• Assisting with class setups for training
• Collaborating with a diverse staff and contribute to an inclusive work culture.
  - Performs other duties/functions as requested.

3. **Internal-External Interaction/Communication:**

Communicates verbally and in writing with many areas of the campus community, including faculty, staff, students and regulatory agencies.
4. **Education:** (include certifications and licenses)
   **Required:**
   - Associates degree in related field(s)
   - Valid driver’s license with successful credentialing to operate college vehicles, including a cargo truck under 10,000 GVRW

   **Preferred:**
   - Bachelor’s Degree in Environmental, Health or Safety related field(s)

   **Preferred Certifications**
   - OSHA 10 for Construction or General Industry
   - CPR and First Aid Certification Instructor
   - Other certifications related to environmental, hazardous waste, safety

5. **Experience:** (List specific skills necessary to perform this job)
   **Required:**
   - Ability to communicate verbally and in writing with the diverse members of the campus community, including faculty, staff and students
   - Ability to use a wide range of computer programs, including Microsoft Word, Excel and/or Access
   - Commitment to work effectively with a broad spectrum of individuals from a variety of diverse backgrounds
   - Successful completion of a pre employment physical and lift test

   **Preferred:**
   - Ability to maintain and modify a Web Site
   - Ability to use and work with a variety of personal protective equipment
   - Ability to read and interpret regulatory requirements
   - Ability to recognize workplace hazards and initiate corrective actions
   - Ability to perform multi-media inspections

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   - Ability to respond to various emergencies and work with others to protect persons, property and the environment
   - Ability to use personal protection equipment (furnished); observe and record details relating to potential and actual hazards and/or emergencies; work in all weather conditions, under extreme temperatures, around chemicals, chemical fumes, biohazards, and electrical and mechanical hazards.
   - Ability to work on construction sites for purposes of inspection, corrective actions and regulatory compliance
   - Shall be able to enter confined spaces, high heat areas as well as on roofs using provided PPE.
   - Ability to work around and respond to (with provided PPE) hazardous materials and
wastes
- Ability to mix compatible chemicals and other wastes into containers and drums using provided, proper PPE
- May also be required to climb stairs and ladders in excess of 20’, move and or climb over obstacles, and work under other conditions as required by the specific situation or emergency.
- Ability to lift, push, pull and/or carry up to 35 lbs.
- Standing, sitting, and walking for long periods of time.
- Stooping, kneeling, and bending.
Repetitive hand motions including working with a computer and mouse.

7. Decision Making:
- Follows the procedures and policies for the college.
- Ability to multitask and change priorities as necessary to support the EH&S department
- Decisions may require adaptive problem solving skills and applying those skills to various types of environmental, health and safety requirements
- The ability to operate with minimal supervision
- Consultation with the EH&S Manager or Director as required.

8. Supervision Exercised/Received:

Supervisory Responsibility: Yes ________ No ________X_____

Number of Employees Supervised: ________

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