

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SAFETY SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 3951

UW Job Family: 32 - Administrative Support

SOC Code: 19-5011

FLSA: Exempt

Pay Grade: 23

Date: 3-1-97 (revised 7-1-02; 4-8-03; 7-1-04; 1-3-05; 7-1-06)

JOB PURPOSE:

Develop, implement and monitor safety programs for compliance with federal, state and local regulations; advise and train employees on proper safety procedures; test and inspect areas for compliance with regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design, implement, advise, instruct and evaluate users on new and established federal, state and institutional policies related to designated safety programs.
- Integrate safety policies and programs with existing University, state and community programs to increase cooperation and provide better service to department and the University.
- Develop and implement specialized safety programs; monitor protocols for designated areas, as directed.
- Perform safety testing and inspections within designated areas to assure compliance with federal, state, local and University regulations.
- Supervise and participate in the correction of activities and accidents resulting in, or potentially resulting in, contamination or exposure to any type of hazardous materials to the University community/facilities and the public.
- May approve, coordinate, monitor and/or close facilities, storage sites or field experiments involving hazardous materials or other environmental hazards within designated areas, as directed.
- Prepare or assist with reports required by supervisor, federal, state and local agencies.

SUPPLEMENTAL FUNCTIONS:

- Assist in developing emergency contingency plans for dealing with accidental spills and personnel decontamination.
- May review and evaluate architectural drawings and specifications for compliance with Health and Safety Regulations.

COMPETENCIES:

- Attention to Detail
- Innovation
- Safety Awareness
- Strategic Planning
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Specified certification may be required for some positions**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Specialized field of responsibility.
- Federal, state and local environmental, health and safety regulations and ability to interpret them.
- Principles of accident prevention and loss control.
- Fundamentals of chemistry, mathematics, and physics.
- Research processes, equipment, and materials used in the workplace.
- Principles of industrial hygiene and workplace hazards.
- Scientific methods used in health hazard control.
- Relationship between working conditions and health.
- Techniques utilized in conducting industrial hygiene investigations.
- Specialized technical instrumentation and equipment used in field of expertise.
- Principles of effective training.
- Principles of program management.

Skills and Abilities to:

- Operate, and interpret data from, specialized technical instrumentation and equipment.
- Analyze safe conditions and make decisions based on analysis of technical information.

- Use hand/eye coordination and manual dexterity to safely and efficiently operate associated equipment.
- Organize and interpret field data and identify necessary corrections.
- Prepare clear, concise, and accurate investigative and narrative reports.
- Use testing and measuring equipment for noise, toxic substances, and harmful physical agents.
- Conduct studies and collect data to detect sources of university health hazards.
- Communicate effectively with others, including technical information to non-technical personnel.
- Maintain records, and prepare reports and correspondence related to the work.
- Organize and coordinate the work of others.
- Set priorities and assign work to other professionals.
- Comprehend and make inferences from written materials such as OSHA standards.
- React calmly and effectively in emergency situations.
- Develop safety procedures and protocols.
- Perform safety inspections ensuring compliance with OSHA and NFPA safety standards.
- Develop, implement, and enforce safety programs and protocols.

WORKING CONDITIONS:

Office, laboratory, and in/outdoor environments; regular exposure to chemical and biological hazardous materials or conditions; subject to fumes, odors, noise and confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.