

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name	James
Employee Last Name	Abbt
Employee UIN	N/A - New Hire

Position Title

Classification title:	Director of Environmental Health & Safety
Title Code:	9228
Job Category:	Staff
FLSA:	Exempt
Minimum Salary (Applicant View):	61,965.00
Salary Range:	12

Minimum Education Requirements:

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) -
List name and level of certification
(s)/license(s):

Position Details

Date of Hire:

Job summary/basic function:

Provide leadership and direction for the planning and delivery of environmental health and safety services to the University community. Three years of fulltime work experience in the EHS field. Ability to effectively communicate at all levels and bring people together, excellent judgment and analytical skills. Must be able to pass a replacement occupational health examination and criminal background check.

Proposed New Title:

Use only if '0000-Unclassified' was selected on previous page.

PIN #: 02841
 If PIN # does not exist, please type in NEW.

Final Approved Salary: \$75,000.00

Job Category: Staff

Pay rate:

College/Division or Department: Business Affairs

Location: Harrington Science Building, Suite 102

Primary Purpose of Position

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences) To manage and direct the day to day activities of the Environmental Health and Safety office.

Minimum Education Requirements: Bachelor's Degree in Environmental Science, Management, Engineering or Industrial Engineering

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements: Bachelor's in Environmental Management or Science; Civil, or Environmental, Chemical, or Agricultural Engineering; Natural or Life Sciences; Industrial Engineering; Public Health; other related discipline

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: The knowledge and/or technology used in the job changes frequently, requiring frequent study and training. Job may require recertification or continuing education in: (1) Hazardous Waste Management Compliance; (2) DOT 49 CFR 172.704 Training; (3) Managing Worker's Compensation Injuries Training; (4) OSHA Management Safety; (5) TCEQ Hazardous Substance Storage; (6) EPA Title V Emission Training and (7) 24 Hour Hazmat of 40 hours Hazworper Training

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred. 1 years of fulltime work experience in the EHS field; 1-3 years supervisory experience

Preferred Experience Requirements: 3 years of fulltime work experience in the EHS field; 1-3 years supervisory experience

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Knowledge of Building Life Safety Codes, Wastewater rules and air emission rules and regulations

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):
(Please list name and level of certification(s)/license(s).) N/A

Department: Environmental Health and Safety

Creator: Paula Sandles

Creator's Phone/Extension: 936-261-2152

Creator's PVAMU Email: pgsandles@pvamu.edu

Supervisor's Name: Mary Lee Hodge

Supervisor's Title: Vice President for Business Affairs

Supervisor's Phone/Extension: 936-261-2150

Supervisor's PVAMU Email: mlhodge@pvamu.edu

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Larry Raab (Chair)
Charles Muse
Richard Norton
Elizabeth Noel
Thelma Pierre
Gordan Evans
Algray Pettus
Aderemi Oki
Laura Carson

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Hodge, Mary Lee
Sandles, Paula

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

8 Records

% of Time	Responsibility / Duty	Essential Function
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Identifies and/or develops and conducts training for University personnel on hazardous

	waste, source reduction and minimization awareness.	
15	Provides technical expertise to staff regarding hazard evaluation, recommendations and follow-up.	Essential
15	Directs, designs, implements, and maintains campus environmental health and safety programs, including hazardous waste management, chemical and laboratory safety, radiation safety, and industrial hygiene.	Essential
15	Serves as liaison with federal, state and local authorities in matters related to environmental safety and safety management under VPBA to ensure compliance with TDH, TCEQ, OSHA, EPA, TAMUS and other applicable regulations.	Essential
15	Develop objectives and general procedures for a specific program or functional area of responsibility within the general scope of established operational goals and plans.	Essential
15	Directs and/or conducts regular inspections and audits of university facilities and ensures compliance with environmental health and safety regulations.	Essential
10	Directs the implementation and maintenance of the Texas A&M System Risk Management Program to include safety administration and risk analysis for all PVAMU campus.	Essential
10	Other duties as assigned	Essential
10	Liaison with the Office of Research and Sponsored Projects to insure that proposed research and sponsored program projects conform with University environmental, health, safety and risk management guidelines.	Essential
5	Budget development, resource allocation and operational oversight for EHS department.	
5	Chairs the Environmental Advisory Council. Work with VPBA to implement and then maintain a campus environmental management system.	Essential

Working/Env Conditions

Working Conditions:	Work involves some exposure to moderate risk of accident and requires following basic safety precautions.
Briefly describe examples of the typical work environment:	Work involves moderate exposure to outside elements (several times a month for up to approximately 4 hours at a time).
Typical Physical Demand:	Position requires occasional or frequent moderate physical activity.
Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:	Position required some physical exertion. Some heavy lifting, pushing or pulling required of objects up to 50 pounds. Occasionally this position may need to do some physically demanding activities during the week. Approximately 10% of the time during the month. Occasional this position may require moving 55 gallon drums or driving heavy equipment.
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	8 hours a day, 40 hours per week, some overtime required
Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)	On call 24/7/365 days a year for campus emergencies beyond proscribed working hours. Must be willing to reside within 30 minutes of the main campus.
Do the duties described in this questionnaire generally require travel outside the area?	Yes
If yes, please explain the purpose and	Travel to College Station or Austin, Texas

the frequency of the travel:

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:

Computer 6 hours
Telephone 2 hours
EHSD Testing equipment 1 hour
Copier/Fax/Digital Camera 2 hours

Start Up

No Records Found

Work Load

No Records Found

Approvals:

Date *Employee Signature*

***Human Resources
Department:***

Date *Human Resources Representative* *Title*