|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Issue:** | **3-22-2019** | **CBU:** | **UMPSA** |
| **Position No:** | **00014949** | **Job Family:** | **7902** |
| **Department:** | **SFAC** | **OT Eligible:** | **Exempt** |
| **Campus:** | **University Services** | **Wage Grade:** | **04** |

1. Primary Purpose of the Position

Performs skilled monitoring of safety systems and conducts training in areas related to health and safety to comply with regulations and safety standards. Work is performed under general supervision. The Safety Specialist will be required to work closely with local campus personnel and provide consultation, development and implementation of safety programs at off campus locations.

1. Essential Duties

Provide sound technical advice on University policies/programs, regulatory requirements and other safety and environmental concerns.

Develop procedures and coordinate the implementation of Safety Management programs. Identify areas where implementation could be improved through the modification of programs to better suit departmental needs.

Assist or conduct audits to establish baselines and measure changes in compliance with Safety Management requirements, University policies and written programs.

Establishes guidelines and reviews SOPs for physical and chemical health hazards. Ensures that procedures for safe handling, detection methods, protection practices, labeling systems and emergency response procedures are appropriate.

Conducts annual safety audits and inspections, in conjunction with local area managers or supervisors.

Conducts accident investigations using root cause analysis.

Report instances of noncompliance with regulations and verify completion of corrective actions in consultation with appropriate departmental authority, UMS Risk Manager and the Director of Safety Management.

Remain current on applicable health and safety regulations, and UMaine health and safety programs, and guidance material.

Prepare reports including observations, analyses, and recommendations for the correction and control of safety hazards and matters of compliance.

Collect, correlate, and disseminate educational and informative materials relative to safety methods and procedures.

Assist in safety and environmental programmatic development, implementation, and recordkeeping.

Respond to Safety Management related emergencies, incidents, and other types of similar concerns.

Perform other reasonably related duties as assigned.

1. Non-Essential Duties
2. Budget Responsibility

None

1. Reporting Relationship

This position reports to the supervisor/manager/director. This position has no supervisory responsibilities.

1. Coordinating Relationships
2. Supervisory Responsibilities None
3. Knowledge, Skills and Abilities

Experience in the management safety and compliance typically found in a research university environment. Must have excellent interpersonal skills and be able to work with internal and external customers. Written and oral communication skills. Requires ability to act in an advisory or technical liaison. Demonstrated experience with a variety of personal computers and software programs, Microsoft Word and Microsoft Excel, is also required. Team facilitation and time management skills are preferred.

1. Qualifications

* A Bachelor’s Degree in an area such as Safety Management, Industrial Hygiene, Engineering, Sciences. Experience may be substituted for educational requirements.
* At least 3 to 5 years of demonstrable environmental, health and safety work experience in addition to the experience substituted for education
* Ability to lift and carry up to 50 pounds
* Valid Driver's License and be an authorized and approved University Driver based on the Driver Administration Policy

**NOTE: THE UNIVERSITY OF MAINE SYSTEM RESERVES THE RIGHT TO ASSIGN REASONABLY RELATED ADDITIONAL DUTIES AND CHANGE OR REASSIGN JOB DUTIES.**

Signatures: The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to provide input.

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_