Title: Environmental Health Specialist-Advanced

Essential Function

Under general supervision from a designated administrator, provide oversight, consultation and high-level support for activities required to insure environmental compliance and coordination in Administration and Finance. Manage, develop and implement University-wide environmental management systems.

Characteristic Duties

- Manage and support environmental projects and programs.
- Advise administrative staff on environmental permitting requirements. Prepare permit applications. And insure all required technical reports are prepared and submitted to appropriate reviewer.
- Make recommendations regarding alternative environmental compliance methodologies.
- Develop and assist with the implementation of environmental training programs.
- Analyze scientific and technical requirement of Administration & Finance programs and provide recommendations.
- Confer with University attorneys on enforcement and compliance actions.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in environmental management and compliance and may also require at least three (3) years supervision.

Last updated: June 2007