

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Environmental and Occupational Health and Safety Officer		E99705
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	–	Facilities Services
Position Type	FLSA	
Full-time	Exempt	
Reports to	Reports to Position Number	
Assistant VP of Safety and Operations	E99225	
Incumbent	University ID #	
TBD		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operation of the building and grounds allocated to Western Oregon University. Facilities Services operates within the property belonging to Western Oregon University. Geographic responsibilities include 157 acres and more than 60 buildings and facilities comprising over 1.3 million square feet of structures. In addition to the Monmouth campus, this department provides services for 525 Trade Street in Salem, Oregon. The department works to provide a safe, comfortable environment for students, faculty, and staff to live, learn, and work. We embrace diversity, equity, and inclusion and strive to ensure that we treat everyone with respect and dignity.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The primary purpose of this position is to ensure the overall safe condition of the institution. Ensure that all employees are adequately trained and work in a safe environment. Ensure injury follow-up with Worker's Compensation Act, DEQ standards and OSHA standards. Is responsible for the implementation of, and the maintaining of, the institution hazardous waste and MSDS programs. Facilitates the Safety / Energy committee. Completes quarterly inspection of all buildings on campus. Compiles reports for DEQ, Fire Marshall, and others relevant to compliance with all requirements.</p> <p>Performs ergonomic assessments upon request for employee work locations and makes recommendations based on findings.</p> <p>Is a member of EPT and manages CERT.</p>

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
75	<p><b>Campus Safety Program</b></p> <ul style="list-style-type: none"> <li>● Employee injury investigation</li> <li>● Respond to and address indoor air quality issues and complaints.</li> <li>● Hazardous and Universal Waste management/collection, inventory, and disposal.</li> <li>● Facilitates OSHA, DEQ, and State Marshall site visits.</li> <li>● First responder to environment and chemical safety emergencies</li> <li>● Complete Fire/Life Safety inspections quarterly on all buildings and make recommendations based on findings.</li> <li>● Complete quarterly and annual reports for the DEQ and State Fire Marshall’s office</li> <li>● Coordinating safety training for employees.</li> <li>● Facilitates the Safety Committee</li> <li>● Bi-annual fire and life safety inspection with the Fire Marshall</li> <li>● Manages Fire Alarm testing and Fire Extinguisher maintenance and testing.</li> <li>● Performs Ergonomic Assessments</li> <li>● Maintains AEDs at all campus locations</li> </ul>
20	<p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>● Manages the Community Emergency Response Team (CERT) for campus.</li> <li>● Sits on the Emergency Preparedness Team (EPT) and Emergency Operations Center (EOC) as Safety Officer.</li> <li>● Assists Campus Public Safety (CPS) with events, incidents, patrols, etc., as needed.</li> </ul>
5	<p><b>Other Duties as Assigned:</b></p> <ul style="list-style-type: none"> <li>● Special Events and Incidents</li> <li>● Inclement Weather</li> <li>● Essential Employee</li> </ul>

**B. Required Qualifications**

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

List any certificates, licenses, academic degrees, or experience required (within 6 months of hire date) to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor’s Degree
- Valid Oregon Driver’s License
- Certification in both First Aid and CPR (Instructor)
- Certification in Hazardous Waste Management
- Oregon OSHA Safety and Health Certification
- Ergonomic Assessment
- Higher Ed Experience

**C. Preferred Qualifications**

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

Advanced certificates and degrees.

**D. Knowledge Areas**

List the major areas of knowledge that are required to perform the duties of this position.

- Federal and Oregon OSHA laws
- Workers’ Compensation Act
- Clean Air Act
- DEQ regulations
- SAIF/OAR’s and laws governing reporting and investigations.
- Oregon Safe Worker Act
- Ergonomics
- Injury investigation and report writing
- Oregon Criminal ORS’s

**Budget Authority:**

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	
x	Delegated authority to monitor budget	
	Limited approval authority for purchase	

x	Purchase only with higher level approval	
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**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.		
	Hire	Assign Work
	Transfer	Recommend salary adjustments
	Discipline	Approve requests (i.e. leave)
	Dismiss	x Respond to complaints/grievances
	Layoff	Conduct performance assessments
	Promote	x Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
Other (specify)		

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
<p>This position requires significant decision-making processes. Examples include actions to take in hazardous materials incidents, response to life safety and environmental incidents, evacuations, and assessments. Inappropriate decisions could result in injury, loss of life, delays in emergency responses and possible litigation and lawsuits. Make appropriate decisions, including directing others, affecting the response and actions of the response to hazardous or critical incident.</p>

**Additional Information:**

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none"> <li>● Daily computer use</li> <li>● Prolonged sitting/standing at desk</li> <li>● Walking, climbing stairs and ladders</li> <li>● Collection of hazardous materials</li> <li>● Must be able to lift 50 pounds</li> <li>● May be required to work in dusty, humid, hot, work environments</li> <li>● Requires physical abilities to perform sustained arduous tasks under adverse weather conditions.</li> </ul>

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Rebecca Chiles	
Reviewer (VP / Director)	Reviewer Signature / Date
Tatyana Karaman	
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
<b>Actions Taken</b>			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		