University of North Texas
Job Description

Purpose/Description

This position is responsible for oversight of the industrial hygiene environmental management (ENVM) function/program and serves as a subject matter expert responsible for a particular area requiring highly specialized scientific knowledge. Duties include performing inspections for compliance with state/federal regulations, performing/coordinating any needed remediation efforts, monitoring workplace conditions for safety hazards and implementing preventative measures, and providing emergency response.

Representative Tasks

- Responds immediately to all indoor air quality complaints including mold issues; informs appropriate Facilities personnel of air quality problems and makes recommendations to reduce or eliminate the problems.
- Conducts inspections of building HVAC systems to ensure air quality and annual Industrial Hygiene inspection and survey of all buildings and Facilities shops.
- Ensures chain of custody procedures are followed for samples submitted to certified laboratories for legal documentation. Analyzes samples collected. Maintains documents and records of all complaints and surveys conducted.
- Monitors workplaces for hazardous noise and if data shows noise exceeds allowable levels, designates these areas as hazardous so that workers in those areas will wear hearing protection.
- Responds to reports of potential chemical and physical hazards and evaluates potential exposure of employees where hazards exist.
- Works with Facilities managers to assist in implementation of the Storm Water Management Plan (SWMP) and Spill Prevention, Control, and Countermeasure (SPCC) program and ensures compliance with above ground and underground storage.
- Observes safety and security precautions appropriate to work performed and work supervised.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties or job may change over time in accordance with the ongoing needs of the Department.
Supervision

Received: Work completed autonomously. Receives general direction working from established policies and procedures. Supervisor sets overall objectives and resources available, and provides consultation to employee to develop deadlines, projects and work to be completed. Employee plans and carries out assignments, resolves most conflicts, coordinates work with others, and interprets policy on own initiative. Employee keeps supervisor informed of progress, potential issues or far-reaching implications.

Given: Typically acts as a lead, coordinating the work of others, but not a supervisor. Allocates work as a team leader, coordinates tasks for the team and may check on quality and work progress. May also act as a coach or mentor.

Education and Experience

Bachelor’s Degree in related field and four years of experience in industrial hygiene safety inspections and emergency response; or any equivalent combination of education, training, and experience. The following knowledge, skills, and abilities are required:

- Strong oral and written communication skills; supervisory skills.
- Ability to substantiate results from reports using spreadsheets and analysis.
- Ability to provide emergency response within 30 minutes when scheduled.
- Thorough knowledge of applicable federal, state, and local laws and regulations relating to area of assignment.
- Extensive working knowledge of building construction and layout and ability to read blueprints, schematic drawings, etc. and determine sites for inspection.

Licenses, Certificates or Registration

Required: OSHA Hazmat Certification and Texas Mold Assessment Consultant Certification. Possession of a valid Texas driver’s license or ability to obtain within 30 days of employment; ability to drive a vehicle and maintain coverage under University liability insurance policy, if required to drive University vehicles.

Physical Job Requirements

Frequently required to walk, stand, sit, hear, talk, use near and far vision, fine motor skills (gripping, pinching, etc.), lift up to 40 lbs., push, pull, kneel, crouch, stoop, and use
**Job Title:** Industrial Hygiene Officer

**Job Code:** 45532
**Grade:** 13A

**ORP/TRS:** TRS

**FLSA:** E

**Job Function:** Environmental Health and Safety

**Job Family:** Environmental Health

Computer equipment such as keyboard and mouse. The ability to work from heights greater than four feet and in underground tunnels, manholes, and crawl spaces and the ability to perform inspections requiring physical agility and skills (i.e. climbing vertical ladders, lifting of up to 40 pounds overhead to access rooftops).

**Work Environment**

Work is performed in an office setting, as well as in the field. Incumbent may be exposed to chemicals, biohazards, cleaning solutions, asbestos, and mold.