

Technician, Environmental Health & Safety

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 163004

Job Series/Job Family: Business Services Series / Environmental Health & Safety Family

Reports To

Executive Director, Environmental Health, Safety & Insurance

Job Purpose

To provide support of Environmental Health and Safety standards and programs across the District.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supports the EHS team in the development, implementation, monitoring and continuous improvement of ACC Environmental Health and Safety programs, ensuring compliance with Federal, state, and Local regulatory requirements.
2. Monitors environmental compliance issues and provides assistance with workplace safety matters. Performs and/or oversees environmental monitoring for facility discharges, storm water management and other environmental related permits. Performs routine industrial and hazardous waste management activities such as waste inventories, vendor scheduling and waste haul oversight, and manifest tracking and filing.
3. Conducts investigations and root cause analysis and may make resolution recommendations. Implements corrective/preventative actions and continuous improvement activities as directed. Maintains various reporting systems and provides safety analysis as required. Assists in job hazard assessments by participating in processes and procedures and researching industry best practices and regulatory requirements. Participates in EHS site audits, inspections and routine surveys including the developing and drafting of audit documentation, tracking corrective actions, and monitoring trends in results of audit activities.
4. Maintains EHS files and records. Modifies and implements compliance tracking programs and recordkeeping systems.
5. Assists in the development of technical documents including EHS procedures, programs, and guidance documents.
6. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations. Coordinates with others for the purpose of completing projects/work orders efficiently and effectively.
7. Assists in maintaining, updating and coordinating college-wide EHS training programs including setup and use of training management system.
8. Participates in college and EHS committee meetings. Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
9. May respond to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Familiarity with local, state, and federal codes as they apply to security and life safety equipment.
- Familiarity with employee exposures and air/waste/water compliance.
- Demonstrated ability to evaluate environmental health and safety related risks.
- Demonstrated awareness and understanding of EHS policy and management system, the importance of confirming to EHS policies and procedures, and consequences of failing to comply with EHS policies and procedures.
- Demonstrated knowledge of EHS risks and impacts of work activities and the benefits of improving EHS performance.
- Knowledge of mechanical and electrical systems.
- Demonstrated knowledge of calibration equipment, blueprints, schematics, and precision measuring equipment.
- Knowledge of safe work behaviors and interpretation of EHS data.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effective communication and interpersonal skills, including tact and diplomacy.
- Effective organization and planning skills.
- Ability to maintain an established work schedule.
- Mechanical aptitude.
- Ability to interact and communicate effectively at all levels and across diverse cultures.
- Ability to understand and follow instructions precisely.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Ability to work independently and as a team.
- Ability to use test equipment, such as multi-meter.
- Ability to maintain confidentiality.
- Ability to draw conclusions and recommend courses of action.
- Ability to develop and deliver EHS training material for various personnel.
- Ability to safely drive an ACC vehicle.

Computer Skills

Required

- Demonstrated ability to use standard office software programs, including spreadsheets, databases, word processing, and audiovisual presentations.

Physical Requirements

Required

- Work from ladders and scaffolds at heights up to 30 feet.
- Lifting up to 35 pounds.
- Perform tasks requiring bending, stooping, kneeling, standing, and walking significant distances.
- Visual ability (uncorrected or corrected) to observe and detect signs of dangerous obstacles at a distance of 30 yards and to verify written information at a close range.
- Work may be performed within extreme temperature ranges.
- Work may require the use of hand and power tools.

Work Experience

Required

- Two years related experience

Preferred

- More than 2 years EHS technician related experience in environmental, health and safety in government, industry, or higher education.

Education

Required

- High School diploma or equivalent

Preferred

- AAS in Environmental Technology or related field

Licenses/Certifications

Required

- Valid Texas Driver's License.

Preferred

- RCRA and Hazardous Waste Management Certification
- OSHA 10 hour or 30 hour Certification
- 40 Hour HAZWOPER
- Occupational health and Safety Technologist (OHST); Certified Loss Control Specialist (CLCS); Safety Trained Supervisor (STS); Associate Loss Control Manager (ALCM); Associate Safety Professional (ASP); or Certified Associate Industrial Hygienist (CAIH)

Other

Required

- Dependable transportation for travel within the ACC District.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.