Position Announcement

Western Connecticut State University
Environmental Health & Safety Coordinator

Western Connecticut State University is pleased to announce that applications are being accepted for an Environmental Health & Safety Coordinator.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

**Position Summary:** Under the direction of the Director of Emergency Management and Environmental Health & Safety Programs, the Coordinator is responsible for a variety of activities related to environmental health and safety and/or life safety systems, including but not limited to the coordination of hazardous waste activities, assistance with regulatory compliance issues and inspections, spill response, fire code compliance and system maintenance, life safety system inspection and maintenance, and ergonomics. Related duties include record keeping, reporting, and training. The incumbent may also be responsible for supervising full time and part time staff. Duties include:

- Assists with directing, planning, organizing, and providing technical services and waste removal and disposal from the campuses. Ensures waste streams are disposed of in a timely manner.
- Collects, inventories, labels, segregates, and stores hazardous waste containers from satellite accumulation areas and maintains, inventories, and inspects hazardous waste containers in main accumulation areas. Maintains an inventory of spill response materials.
- Conducts bulking activities for hazardous waste disposal including but not limited to collecting, bulking packages, and preparing shipments of waste as needed.
- Inspects and monitors equipment, campus facilities, work areas and work practices and procedures for compliance with established hazardous materials and regulated waste management regulations and OSHA requirements including coordination of inspections and maintenance of Environmental Health and Safety programs.
- Inspects campus construction projects to ensure safety and health standards are met.
- Operates and calibrates environmental health and safety equipment.
- Conducts internal audits to ensure compliance with applicable regulatory agencies and life safety system maintenance requirements.
- Manages and maintains campus Safety Data Sheets (SDS) and records ensuring regulation and/or code compliance.
- May assist in emergency management planning, training, and after-incident review.
- Responsible for record keeping management of all inspections, annual reports (code, fire safety, etc.) and other code/regulation compliance documentation. Compiles information and statistics for the OSHA 300 log and the annual fire safety report.
- Acts as primary liaison with State Fire Marshall and life safety system service providers.
- Assists with ergonomic and IAQ assessment and accident/incident investigations.
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- Assists with providing interpretation of rules and regulations to university administration and staff and educating the campus community on hazardous materials, regulated waste, health, and safety.
- Assists with development, documentation and maintenance of training documents and programs. Acts as instructor for training related to emergency management and EHS programs.
- Evening and weekend hours are required as needed. Event support and emergency response are also required, as needed.
- May serve as a representative of the Director of Emergency Management and EHS Programs on administration matters in their absence.

Qualifications: A Bachelor’s degree in environmental science, industrial hygiene, safety, health physics, or a related field is required; Minimum of three years relative experience with hazardous waste operations and/or health and safety programs is required; Must possess a valid driver’s license; Hazardous Waste Operation and Emergency Response (HAZWOPER) training is preferred; Experience in industrial and/or construction safety is preferred; Demonstrated knowledge of Federal and State regulations related to health and safety programs; Demonstrated knowledge of chemical properties and segregation techniques; Must possess the ability to multitask and work cooperatively with others, as well as communicate effectively with both the technical and non-technical personnel; Must be innovative, service and self-motivated, team oriented, adaptable, and capable of managing competing priorities. Must be able to lift 50 pounds. Will be required to be fit tested for respirator use. A pre-employment physical, including drug screening will be required.

Salary & Benefits: The hiring salary range is $66,669 - $88,379 and is commensurate with candidates’ experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials in PDF or Word format to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – EHS Coordinator. Application materials must be emailed to: hrpositions@wcsu.edu. Application Review will begin immediately and continue until the position has been filled.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer