Position Announcement

Western Connecticut State University
Environmental Health & Safety Assistant

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

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. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Position Summary: The Environmental Health & Safety (EHS) Assistant is responsible for assisting the Director of Environmental Health & Safety in the day-to-day management of all environmental health and safety programs at WCSU. Duties include:

- Assists in implementation of ergonomics, indoor air quality and industrial hygiene programs.
- Assists in incident investigations and OSHA 300 log management.
- Maintains Personal Protective Equipment inventory and inspection records.
- Assists in collection, inventory, labeling, segregating and storage of hazardous waste containers from satellite accumulation areas.
- Under the direction of the Director of EHS, conducts inspections of waste facilities and maintains all inspection records.
- Maintains inventory of spill response materials and supplies.
- Collects, bulks, and prepares biological and Universal waste for disposal.
- Under the direction of the Director of EHS, conducts inspections of life and fire safety equipment and systems.
- Under the direction of the Director of EHS, coordinates outside contractor activities (i.e.: placing phone calls and granting them access to a building)
- Assists in delivering EHS training to students, faculty, and staff.
- Maintains EHS compliance permits and records.
- Assists the Director in responding to spills or other University-related emergencies.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications: Bachelor’s degree required (sciences or environmental sciences preferred); Hazardous Waste Operation & Maintenance Training (Hazwoper 40-hour certification) preferred; Two years of experience in inventory control and record keeping; Knowledge of life safety and fire systems; Knowledge of chemical properties and segregation techniques; Basic knowledge of OSHA’s general industry safety standards. These requirements may be waived for individuals with appropriate alternate experience. Must be able to successfully pass a medical
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examination, including respirator protection; Must be able to lift 50 lbs.; Good written and verbal communication skills; Valid driver’s license required.

Salary & Benefits: The hiring salary range is $57,552 - $78,545 and is commensurate upon 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), successfully passing of a background check and a pre-employment physical. 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 only to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – EHS Assistant. Application materials must be emailed to hrpositions@wcsu.edu and must be received no later than Friday, July 5, 2024. Late applications will not be accepted.

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