

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SAFETY PROJECT COORDINATOR

Reports To: Designated Supervisor

UW Job Code: 3952

UW Job Family: 3E – Engineers/Research

SOC Code: 17-2111

FLSA: Exempt

Pay Grade: 21

Date: 5-18-14

JOB PURPOSE:

Coordinate, implement and monitor safety programs for compliance with federal, state and local regulations at a departmental level; inspect areas for compliance with regulations; serve as liaison with University departments on safety and training issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate, maintain, and oversee all departmental safety programs including creating and updating plans, policies, and procedures, coordinating assignment and use of personal protective equipment (PPE), completion and maintenance of safety records, scheduling and coordination with campus departments and outside entities.
- Integrate safety policies and programs with existing University, state and community programs to increase cooperation and provide better service to departments and the University.
- Conduct job site inspections, identify and evaluate environments and conditions, and make changes and recommendations for improvements to enhance safety.
- Develop and maintain departmental training materials.
- Schedule, coordinate, facilitate and conduct training. Work with other University departments and outside entities to ensure training is conducted in an effective and timely manner.
- Prepare or assist with reports required by Supervisor, federal, state and local agencies.
- Coordinate University asbestos, lead, mold, and water intrusion programs.

SUPPLEMENTAL FUNCTIONS:

- Supervise support staff.

COMPETENCIES:

- Collaboration

- Consistency
- Safety Awareness
- Integrity
- Quality Orientation
- Developing Organizational Talent

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements:

- **Associate Safety Professional (ASP), or the ability to obtain credential within two years.**
- **Certified Asbestos Building Inspector, or the ability to obtain credential within one year.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Specialized field of responsibility.
- Federal, state and local environmental, health and safety regulations and ability to interpret them.
- Principles of accident prevention and loss control.
- Research processes, equipment, and materials used in the workplace.
- Principles of industrial hygiene and workplace hazards.
- Relationship between working conditions and health.
- Techniques utilized in conducting industrial hygiene investigations.
- Principles of effective training.
- Principles of program management.

Skills and Abilities to:

- Analyze safe conditions and make decisions based on analysis of technical information.
- Use hand/eye coordination and manual dexterity to safely and efficiently operate associated equipment.
- Prepare clear, concise, and accurate investigative and narrative reports.
- Communicate effectively with others, including technical information to non-technical personnel.
- Maintain records, and prepare reports and correspondence related to the work.
- Organize and coordinate the work of others.
- Set priorities and assign work.
- Comprehend and make inferences from written materials such as OSHA standards.
- React calmly and effectively in emergency situations.

- Perform safety inspections ensuring compliance with OSHA and NFPA safety standards.
- Develop, implement and maintain training programs and processes.
- Schedule, coordinate, track and report on departmental training.
- Identify and resolve issues in area of responsibility.

WORKING CONDITIONS:

Office, laboratory, classroom and in/outdoor environments; subject to fumes, odors, noise and confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.