

**New York University Medical Center
Position Description**

POSITION TITLE:	EH&S Specialist I	JOB CODE/SALARY GRADE:	101822/S3
UNIT:	School of Medicine	FLSA STATUS:	Exempt
DEPARTMENT:	Environmental Services	WORK WEEK:	35.0 Hours
SUPERVISOR:	Director, EH&S	DATE:	3/1/08

Minimum Qualifications:

A Bachelor's degree in occupational health and safety, fire safety, engineering or another applicable discipline (Master's degree preferred). A minimum of 2 years relevant experience. A basic knowledge of regulatory requirements and technical issues. Ability to assume responsibility for managing existing health and safety programs, projects and tasks. Ability to manage a heavy workload. Good organizational, written and verbal communication skills. Good fact finding skills. Basic problem solving and conflict resolution skills. Basic ability to use word processing, spreadsheet, presentation, and database computer programs. Basic ability to understand and interpret data. Training experience preferred. Ability to wear and work in Level C personal protective equipment. Must be able to be on-call on a rotating basis to respond to off-hours emergency situations.

Primary Function:

Under the direction of the Director of Environmental Health and Safety or his/her designee, the EH&S Specialist I will:

- 1) manage and assist in managing assigned health and safety programs. The focus is on managing well-defined, routine projects and tasks that require a basic understanding of regulatory and technical issues and basic problem solving and conflict resolution skills.
- 2) provide support for health and safety programs managed by others within the department.

Principal Duties & Responsibilities:

I. MANAGES AND ASSISTS IN MANAGING PROGRAMS

As assigned by supervisor, manages and assists in managing health and safety programs such as asbestos, biosafety, bulk storage tanks, chemical safety, ergonomics, fire safety, hazard communication, hazard surveillance, hazardous waste, hearing conservation, indoor air quality, industrial hygiene, respiratory protection, safety and spill response.

Performance Criteria:

- A. Understands federal, state and local regulations, standards and guidelines for assigned programs. Promptly communicates changes and issues to supervisor.
- B. Maintains a basic understanding of technical issues.
- C. Keeps current with status of assigned programs within the Medical Center.
- D. Maintains familiarity with how other institutions manage similar programs and programmatic issues.
- E. Keeps current with the Medical Center Safety Policies.
- F. Revises and updates policies and procedures as needed.

- G. Conducts simple risk assessments and work site assessments for basic health and safety concerns.
- H. Responsively coordinates and conducts inspections, investigations and audits.
- I. Coordinates and conducts appropriate environmental and industrial hygiene monitoring.
- J. Recommends appropriate control measures based on the hierarchy of controls.
- K. Prepares and presents verbal and written reports.
- L. Interfaces with clients, contractors and consultants. Resolves basic problems and conflicts.
- M. Manages contractors and/or consultants engaged in well-defined, routine tasks.
- N. As assigned, coordinates hazardous materials inventories and reporting.
- O. Revises and updates existing training materials. Coordinates and conducts training.
- P. As assigned, maintains computer databases.
- Q. Manages and maintains program records and incorporates relevant documents into departmental files.
- R. Periodically evaluates the status of programs and recommends improvements.

II. PROVIDES SUPPORT FOR DEPARTMENTAL PROGRAMS

Performance Criteria:

- A. Responds promptly to real and perceived emergencies involving health and safety issues.
- B. Responds to and investigates fire alarms.
- C. Maintains HazWoper certification. Responds to and cleans up spills involving hazardous materials.
- D. Responds to and investigates concerns about indoor air quality.
- E. Maintains a basic understanding of how to use air sampling equipment properly and effectively and how to interpret monitoring results. Before using equipment, verifies that it is in proper working condition.
- F. Receives chemical waste at the main accumulation area. Verifies proper labeling, and maintains the waste log.
- G. Maintains employee injury/illness database.
- H. Assist with hazardous materials inventories.
- I. Conducts JCAHO-mandated QA inspections for Interim Life Safety.
- J. Conducts JCAHO-mandated Hazard Surveillance inspections.
- K. Conducts QA inspections for penetrations in smoke and fire barriers.
- L. Conducts health and safety training for new employees.
- M. Provides training and fit-testing on N95 respirators.
- N. As assigned, manages asbestos, mold, and lead abatement projects.
- O. As assigned, prepares minutes for meetings.

III. MANAGES EXPENSES

Performance Criteria:

- A. Obtains pricing from vendors.
- B. Provides supervisor with justification for proposed expenditures.
- C. Obtains authorization from supervisor before purchasing services or supplies.

- D. Approves and processes invoices.

Behavioral Standards:

IV. COMMUNICATIONS/RELATIONSHIPS WITH OTHERS

Performance Criteria:

- A. Promptly communicates important issues and concerns to supervisor.
- B. Is responsive to the needs of the Medical Center community.
- C. Maintains the confidentiality of all Medical Center information.
- D. Contributes positively to staff meetings.
- E. Readily accepts new responsibilities and assignments.
- F. Listens carefully in order to respond appropriately, answer questions and obtain needed information.
- G. Communicates in a courteous, cooperative and professional manner.
- H. Communicates in a clear, concise, factual manner.

V. CONFLICT RESOLUTION

Performance Criteria: When confronted with intra- or inter-departmental conflict, manages it in a way that promotes resolution and fosters an atmosphere of trust.

- A. Controls any impulse to react immediately and thinks before reacting. Carefully considers options and weighs possibilities.
- B. Accepts responsibility for his/her contribution(s) to the conflict.
- C. Eliminates the concept of blame and actively engages in blame-free evaluation of problems.
- D. Makes every effort to resolve problems by dealing directly with the other party(s) to the conflict.
- E. Communicates his/her concerns directly to the person(s) involved.
- F. Listens actively to the other person(s) in order to understand what he/she is saying.
- G. Identifies mutually beneficial solutions.
- H. Works to preserve and improve working relationships.
- I. Encourages others to manage their conflict(s) productively, by eliminating the concept of blame and dealing directly with the other party(s) to the conflict(s).

VI. JUDGEMENT/DECISION-MAKING

Performance Criteria:

- A. Makes decisions in a timely manner.
- B. Makes sound judgments, which are based on gathering and analyzing factual and objective data.
- C. Recognizes the limitations of his/her knowledge base and consults with more knowledgeable individuals as needed.
- D. Keeps supervisor apprised of all important activities and decisions

VII. INITIATIVE

Performance Criteria:

- A. Recognizes when help is needed by others and offers guidance and assistance.

- B. Makes suggestions for positive changes.

VIII. PLANNING AND TIME UTILIZATION

Performance Criteria:

- A. Develops and successfully implements work plans.
- B. Determines priorities and adheres to these priorities with minimal change.
- C. Demonstrates flexibility in adjusting to the fluctuating needs of the Medical Center.
- D. Coordinates work to maximize efficiency and provide quality service.
- E. Complies with the time frames established by supervisor. Meets other established Due Dates.

IX. ATTENDANCE/RELIABILITY

Performance Criteria:

- A. Adheres to Medical Center and departmental guidelines concerning sick time, vacation time and scheduling, personal days, and other paid and unpaid leaves.
- B. Provides proper notification of absences or tardiness.
- C. Arrives on time for work and meetings.
- D. Carries assigned pager during working hours and responds promptly when paged.
- E. Shares responsibility for carrying on-call cell phone for off-hours emergency response and responds promptly when called.

X. ADDITIONAL PERFORMANCE STANDARDS

Performance Criteria:

- A. Maintains work area in an organized and orderly fashion.
- B. Maintains the weekly time database.
- C. Maintains the bi-weekly project status report, which provides an up-to-date listing of projects and activities.
- D. As assigned, maintains the asbestos project status report.
- E. Adheres to departmental and Medical Center guidelines as outlined in the Employee Staff Handbook.
- F. Maintains a professional appearance.
- G. Wears and identification badge at all times.

This position description is intended as a general guideline. Employee is expected to perform related duties as assigned.

Approved by: Jean Goldberg
Director, Environmental Health and Safety

Date: March 1, 2008