JOB DESCRIPTION

Safety and Training Specialist

Definition of Class
This is a professional position in which the incumbent develops, coordinates, and implements a variety of safety and staff development programs for the Physical Plant Department. The incumbent plans, implements, and coordinates programs to reduce or eliminate occupational injuries in the workplace; ensures compliance with university, state, and federal regulations and guidelines related to workplace safety and other required training; and exercises discretion and independent judgment while performing the duties of the position.

Examples of Work Performed
Develops, implements, and coordinates workplace safety programs for the Physical Plant Department.

Develops guidelines related to workplace safety.

Interfaces with IHL Safety/Loss Compliance and Emergency Preparedness. Implements appropriate Safety and Loss Prevention Strategies.

Stays abreast of university, local, state, and federal regulations to ensure compliance. Determines whether department is in compliance. Develops strategies to ensure compliance or correct non-compliance.

Develops training curriculum, content, scheduling, etc. related to safety and staff development for the Physical Plant Department.

Solicits and coordinates the use of professional and/or certified speakers/presenters/trainers.

Analyzes, inspects, and assesses environmental/safety issues including, but not limited to, asbestos, mold, lead, and indoor air quality.

Develops strategies for correcting and/or reducing potential environmental risks in the workplace.

Investigates all on-the-job accidents and injuries to determine preventative action to be taken in the future.

 Recommends and implements policy and procedure changes related to workplace safety.

Prepares various reports and analysis denoting progress, adverse trends, and makes appropriate recommendations.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Develops, implements, and coordinates workplace safety programs for the Physical Plant Department.

2. Oversees and coordinates training and staff development for the Physical Plant Department.

3. Conducts environmental/safety assessments.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The incumbent is periodically required to stand; walk; and talk and hear. The incumbent is occasionally required to sit; climb or balance; stoop, kneel, crouch or bend; taste or smell; and run.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Certification:**
Must obtain the following federal and state certifications within the first twelve (12) months of employment:

- Asbestos Inspection & Assessment (*must recertify annually*)
- Asbestos Operations & Maintenance Training
- Mold in Buildings: Assessment & Remediation
- Lead Risk Assessor (*must recertify annually*)

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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