| **Position Number:** | 00006692 |
| --- | --- |
| **Working Title:** | Environmental Health and Safety Officer |
| **Classification Title:** | Administrative Analyst/Specialist – Exempt II |
| **Job Code/Grade:** | 1038 / Grade 3 |
| **Department ID/Name:** | 1153 / Moss Landing Marine Labs |
| **Appropriate Administrator Title/Position Number:** | Associate Director of Resources & Operations / 00004274 |
| **Work Lead or Department Chair Title/Position Number:** |  |
| **Employee Name (once filled):** |  |
| **Employee 9-digit ID (once filled):** |  |

## POSITION PURPOSE

| Reporting to the Associate Director of Resources & Operations of Moss Landing Marine Labs, the Environmental Health and Safety Officer is responsible for planning, implementing, and conducting an overall safety program for the Moss Landing Marine Laboratories. The incumbent performs professional work in the field of chemical, biological, and radiation safety as well as occupational health in connection with health hazards, laboratory and workplace safety to include proper usage of lab and classroom spaces. Implements the SJSU Injury and Illness Prevention Program (IIPP), the Chemical Hygiene Plan (CHP), and advises leadership on any revision needed to conform to the latest State and Federal regulations or changes to site conditions and/or operations. Acts as lead resource regarding safety at MLML. Ensures compliance with CSU emergency response systems, proper use of chemicals, biologicals, lab equipment, and hazardous waste. Responsible for communicating protocols for chemical use, biological use, storage and disposal to the MLML community of faculty, students, staff and researchers. Responsible for overseeing county inspections, including hazardous materials and fire safety, and liaison to the College of Science Safety Team and SJSU Environmental Health and Safety. Distributes training materials and ensures that training has occurred and is documented; acts as lead resource for coordinating and providing all required and recommended safety and awareness training and EHS software application support for faculty, staff, and students, assisting supervisors with training and documentation. Supports MLML faculty in maintenance of the specimen and sample archives. |
| --- |

## TYPE OF SUPERVISION RECEIVED *(Select one and enter the number below)*

1. Direct Supervision: Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. (Typical supervision for entry level, non-exempt positions)
2. General Supervision: Objectives are set for position, but incumbent works independently referring to policies, practices and procedures. (Typical supervision for mid-level exempt or non-exempt positions)
3. Limited Supervision: Incumbent proceeds on own initiative while complying with policies, practices and procedures described by the Supervisor. Incumbent seldom refers matters to supervisor except for clarification of policy. (Typical supervision for professional or advanced-level exempt positions)
4. General Direction: Incumbent has broad responsibility for planning, organizing and prioritizing work. Active control by the manager is only exercised on longer term goals and policy issues. (Typical supervision for middle managers and high level professionals)
5. Administrative Direction: Management decisions are comprehensive and the work function is broad. (Reserved for Administrator IV positions)

| **3** |  |
| --- | --- |

## ESSENTIAL FUNCTIONS

| **Essential Functions and Associated Tasks** | **% of Time Annually** |
| --- | --- |
| Implementation and training of SJSU’s IIPP, CHP, and RSP for MLML including:   * Conducting lab and shop safety inspections, maintenance of hazard reports/correction records; * Coordinate with Associate Director of Resources & Operations, Executive Director, Facilities Supervisor, Diving Safety Officer, Marine Operations Manager, IT staff, the Director of EHS, and the College of Science (CoS) leadership on the resolution of safety issues. * Collaborate with IT and SJSU Emergency Management personnel to identify appropriate applications for collecting, validating, and maintaining inventory and updated means of communications with MLML personnel and affiliates for emergency communications and management. * Monitor and communicate to leadership any emergency conditions that may impact operations (including field operations), coordinate with Risk Management and the Emergency Manager as needed * Act as emergency contact and liaison for emergencies affecting operations (this may require occasionally working outside of normal business hours) * Ensure compliance with Cal/OSHA standards, work with affected stakeholders to troubleshoot and/or develop meaningful and sustainable solutions to safety challenges * Ensure critical safety equipment (e.g. fume hoods, spill kits, eyewash safety showers, fire extinguishers, AEDs, etc.) are maintained in good operating condition, conduct routine inspections and assessments as necessary * Develop and administer effective training and performance initiatives, maintain records or training * Serve as the main point of contact for health and safety related issues at Moss Landing facilities * Participate in regulatory inspections and serve as liaison with regulatory agencies * Respond to and investigate safety concerns brought forward by the campus community * Perform Indoor Air Quality and Industrial Hygiene assessments * Identify best practices and lead continuous improvement initiatives to reduce work process risks, raise safety awareness, and improve safe work practices * Prepare EHS communications, metrics and reports * Perform Job Safety Analysis (JSA) and Personal Protective Equipment (PPE) evaluations * Act as primary trainer for faculty, staff, and students on EHS software applications such as RSS, providing one-on-one training and support. | 30 |
| Chemical and Hazardous Waste Management:   * Ensure chemical inventories are updated and reconciled annually, * Ensure chemicals are stored, labeled and used appropriately, assist Principal Investigators (PIs) in development of chemical standard operating procedures (SOPs) and work to ensure users are trained on those SOPs, * Manage hazardous waste in accordance with State and Federal regulations, * Ensure waste storage facilities are maintained in compliance with applicable regulations, schedule and oversee the responsible disposal of hazard waste in a timely manner, track hazardous waste manifests and maintain recordkeeping | 20 |
| Serves as SJSU’s Alternate Radiation Safety Officer   * Meeting biweekly with the RSO, SJSU CoS ADR and the Chair of the Health Physics Committee to oversee radiation safety for Moss Landing campuses. * Serves on the SJSU Health Physics Executive Committee. * Works with SJSU RSO on MLML’s safe use of isotopes and X-ray-producing machines. | 10 |
| Environmental Compliance   * Develop, prepare and maintain all the associated necessary documentation related to MLML water quality programs, namely NPDES discharge permitting for the sea water system * Perform inspections and conduct sampling * Liaison with regulators during inspections and follow through on correcting any noted deficiencies * Provide compliance support for air quality programs | 5 |
| MLML Safety Operational Support   * Act as lead resource to PIs by providing guidance and support on ensuring appropriate PPE, spill kits, and other safety equipment and supplies are identified. * Identify safety supplies and equipment needs for academic purposes to procure and provision to teaching faculty including, for example, disposable lab coats, nitrile gloves, and eye protection in collaboration with MLML Faculty and Resource Analyst. * Act as primary resource for identifying MLML EHS fiscal needs to support MLML Resource Analyst and ADRO in developing and maintaining EHS operating budget allocation. * Work with MLML Facilities and EHS student assistants by identifying relevant projects for their focus. * Procures chemicals on behalf of faculty and other PIs, labels and adds to relevant lab inventory upon receipt, and ensures procurement chartfields coded appropriately. * Other duties as assigned | 20 |
| Instructional Support and Shared Equipment Coordination   * Provide safety, use, and best practice training for shared equipment including, for example, autoclaves, x ray equipment, microscopes * Coordinate or complete, where possible, ongoing maintenance of instructional and other shared scientific/research equipment. * Assist MLML Faculty with instructional support, as appropriate and as needed.  Supports MLML faculty in maintenance of the specimen and sample archives in the MLML museum.  * Other duties as assigned | 15 |

The incumbent is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. Incumbent is also required to promptly report any knowledge of a possible Title IX related incident to the Title IX Office.

Percentages are used to classify the position. Actual amount of time spent on each Essential Function may vary based on department cycles and priorities. Other duties may be assigned by the Appropriate Administrator.

## KNOWLEDGE, SKILLS and ABILITIES

| **Knowledge, Skills and Abilities required to perform the Essential Functions in Section C** |
| --- |
| Ability to communicate with constituents in a professional and respectful mannerAbility to influence and communicate effectively with Supervisors and AssociatesAbility to work effectively and efficiently under pressure while managing competing demands and tight deadlinesKnowledge of local, state and federal regulatory agencies and requirementsAbility to create and deliver engaging training materials to a large audienceAbility to deliver messaging in a way that is comprehensible to its intended audienceAbility to research and analyze data from a variety of sources and generate reports including skill in identifying, investigating, analyzing and recommending solutions to problems or challengesAbility to understand and analyze complex problems from a future-oriented and broad interactive perspective and readily develop proactive and sustainable solutionsAbility to independently research, interpret, develop, communicate and implement regulations, codes, policies, procedures, guidelines and precedents for assigned projects and initiatives  * Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies/procedures * Ability to discern what should be confidential and to maintain confidentiality. * Excellent attention to detail, including analysis, content and format. * Ability to train others and provide lead work direction * Ability to make independent decisions and exercise sound judgment. * Fluent in the use of standard computer and web-based applications such as the Microsoft Office Suite and the Google Suite * Ability to learn and effectively utilize and attain fluency in the use of specialized computer applications as required to fulfill the duties of the position including specialized databases and enterprise software systems. * Ability to demonstrate, through personal example, a caring, collaborative and open culture and environment which values the   individual, teamwork, ethical conduct, exemplary customer service and quality results.   * Ability to communicate effectively and work harmoniously with a diverse group of individuals at all levels within the campus. Work   often involves front line contacts with a variety of individuals requiring active analysis, problem solving and effective interpersonal  skills   * Ability to establish and maintain effective working relationships and serve as a primary contact and subject matter expert for other departments and individuals across the campus and with outside agencies * Ability to effectively interpret, organize and present information, ideas and concepts in written or presentation format and use   consultative, collaborative and facilitation skills to obtain decisions required to move forward toward implementation   * Ability to foster teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds. * Ability to independently recognize and accommodate changing priorities; meet deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.   Ability to operationalize sustainability concepts into all aspects of performing job duties DOT certified for shipping hazardous materials (or ability to obtain certification)Training and certified as a Radiation Safety Officer (or ability to obtain certification)HAZWOPER certification (or ability to obtain certification)Thorough knowledge of the theory and practice of chemicals and chemical safety and protection.Ability to recommend initiatives and changes to improve quality and services.Ability to maintain accurate records. |

## CASH HANDLING

| Does this position handle cash? |
| --- |
| No |

## NON-STUDENT POSITIONS MANAGED/LED BY INCUMBENT (if applicable)

| **Position Number** | **Classification/Working Title (to insert additional rows, click Tab in the last row)** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

## PHYSICAL DEMANDS and WORK ENVIRONMENT (include alternate work schedule when applicable)

| Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). If this position will work an alternate schedule (not M-F, nights, weekends) please include details. |
| --- |
| The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Position may be required to frequently sit, walk, stand and use hands. Requirements may include the need to sit or work at a computer terminal for long periods of time on projects. Typical laboratory and office environment, equipment storage sheds, vehicles, vessels, warehouses, equipment, and working around chemicals. Required to travel on occasion. |

## QUALIFICATIONS

| **Minimum Qualifications**  (for non-MPP positions, UP will complete this section) | **Preferred Qualifications**  (used for recruitment purposes only) |
| --- | --- |
| **Education**: Bachelor's degree from a four year college including 30 semester units of science coursework | **Education**: Master’s Degree in Science or Engineering and/or a Bachelor’s degree from a four year college/university in Environmental Science, Industrial Hygiene, Occupational Health & Safety, Public Health, Industrial or Chemical Engineering. |
| **Experience**: Equivalent to at least 3 years of full-time, progressively responsible experience in administering and developing environmental health and safety programs. | **Experience**: Previous work experience in an environmental health and safety program at a major university. |

## SIGNATURES (Enter names only; Signatures will be obtained when UP finalizes position description)

|  |  |  |  |
| --- | --- | --- | --- |
| EmployeeName/Signature: |  | Date Signed: |  |
| Appropriate Administrator Name/Signature: |  | Date Signed: |  |
| University Personnel Name/Signature: |  | Date Signed: |  |

# This form to be filled in only if this is a new position or if the JHA needs to be revised on a current position.

# [Things to consider when filling out this JHA form.](https://www.sjsu.edu/up/docs/job-hazard-analysis-considerations.pdf)

| **Job Title** | | | | | | | | | | | | | | | | | | | | | | | | | | | **Job Code** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Environmental Health and Safety Officer | | | | | | | | | | | | | | | | | | | | | | | | | | | 1038 | |
| **Department** | | | | | | | | | | | | | | | | | | | | | **Supervisor** | | | | | | | |
| Moss Landing Marine Labs | | | | | | | | | | | | | | | | | | | | | Garren Fisher | | | | | | | |
| **Date** | | | | | | | | | | | | | | | | | | | | | **New JHA** | | | | | | **Revised JHA** | |
| September 17, 2024 | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | |
| **Location where tasks are performed:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Main Campus | | | | | ☐ | | South Campus | | | | | | | | ☐ | Buildings: | | Moss Landing Marine Labs | | | | | | | | | | |
| **Analysis Performed by** | | | | | | | | | | | | | | | | | **Reviewed by** | | | | | | | | | | **Date** | |
| Matt Nymeyer | | | | | | | | | | | | | | | | | Matt Nymeyer | | | | | | | | | | September 17, 2024 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **Tasks** (list one task per row) | | | | | | | | | | | | **Tools/Equipment Used** | | | | | | | | **Hazards** | | | | | **Controls** | |
| 1. | | Inspections | | | | | | | | | | | | Camera and/or environmental monitoring equipment | | | | | | | | Slips/Trips/Falls when investigating unfamiliar areas  Overhead hazards  Mechanical or construction areas with active equipment or construction  Loud environment | | | | | Situational awareness;  Use of proper footwear;  Wear head and eye protection;  Wear hearing protection  Wear respiratory protection | |
| 2. | | Material Handling | | | | | | | | | | | | Carts, hand truck, drum dolly | | | | | | | | Pinch/Crush  Strain: push/pull  Slips/Trips/Falls  Lifting | | | | | Use proper footwear and hand protection  Use proper lifting techniques  Ensure loads are secured on lift assist devices | |
| 3. | | Climbing Ladder | | | | | | | | | | | | A-frame, extension ladder or fixed ladder | | | | | | | | Falling | | | | | Maintain 3-points of contact with the ladder at all times;  Set up on level ground and ensure ladder feet are in good condition;  Select appropriate height ladder for job type;  Do not block door ways or egress paths unless access is controlled;  Ensure metal spreaders or locking mechanisms are in place and properly working | |
| 4. | | Chemical Handling | | | | | | | | | | | | Drums (55-gallon), buckets, chemistry glassware | | | | | | | | Pinch/Crush  Chemical contact (corrosives, toxics, flammables, carcinogens, radioactive elements) | | | | | Use proper barrier protection (lab coat, safety glasses, chemical resistant gloves, face shield)  Use a fume hood when working with chemicals  Understand chemical compatibility | |
| 5. | | Office and Computer Work | | | | | | | | | | | | Computer equipment | | | | | | | | Ergonomic strain  Repetitive Motion | | | | | Use proper lighting;  Adjust equipment to appropriate  distance and height according to user’s neutral posture; arm’s length distance from monitor; angle of user’s upper arm and forearm at 90 deg.; feet planted on floor/footrest when seated;  Clear leg space;  Take periodic rest breaks | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Check all hazards associated with job code:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ☒ | | Chemical | | | | | | | ☒ | | Hazardous materials (lead, asbestos, etc.) | | | | | | | | | | | | ☒ | | Radiological (ionizing) | | | |
| ☐ | | Confined space | | | | | | | ☐ | | Hoisting | | | | | | | | | | | | ☒ | | Radiological (non-ionizing) | | | |
| ☒ | | Fire | | | | | | | ☐ | | Hot work (spark generating) | | | | | | | | | | | | ☐ | | Heat illness/temp extremes | | | |
| ☒ | | Elevated work | | | | | | | ☒ | | Material handling/lifting | | | | | | | | | | | | ☒ | | Covid-19 | | | |
| ☒ | | Ergonomics (office) | | | | | | | ☒ | | Elevated noise > 85dB | | | | | | | | | | | | ☒ | | Biohazard | | | |
| ☐ | | Driving (carts) | | | | | | | ☒ | | Hazardous atmospheres | | | | | | | | | | | | ☐ | | Other: |  | | |
| ☒ | | Slips, trips, falls | | | | | | | ☐ | | Arc flash | | | | | | | | | | | | ☐ | | Other: |  | | |
| ☐ | | Stored energy LOTO | | | | | | | ☐ | | Mobile industrial vehicle | | | | | | | | | | | | ☐ | | Other: |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Personal Protective Equipment Associated with Job Code** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there minimum requirements for working in the affected area(s)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | No | |  | | Yes | | | | (if yes, check all that apply) | | | | | | | | | | | | | | | | |
| ☒ | | | Eye protection | | | | | | | ☒ | | | Steel toed boots | | | | | | ☒ | Chemical resistant gloves | | | | | | | | |
| ☒ | | | Face shield | | | | | | | ☒ | | | Leather gloves | | | | | | ☒ | Face mask (COVID-19) | | | | | | | | |
| ☐ | | | Fall protection | | | | | | | ☒ | | | Hard hat | | | | | | ☐ | Other: | | | |  | | | | |
| ☐ | | | Welding shields | | | | | | | ☒ | | | Hearing protection | | | | | | ☐ | Other: | | | |  | | | | |
| ☒ | | | Reflective vest | | | | | | | ☐ | | | Arc rated clothing | | | | | | ☐ | Other: | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Training Assigned:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Ladder Safety, Elevated Work and Fall Protection, Heat Related Illness, Hazard Communication, Laboratory Safety, HAZWOPER 40hr, Radiation Safety, Personal Protective Equipment, Hand and Tool Safety, Confined Space Safety, Fire Safety, Slips/Trips/Falls, Ergonomics, Defensive Driver | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Additional training needed? | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  |