

## POSITION SPECIFICATION

# ◆◆◆ Director of Environmental Health and Safety◆◆◆

### THE ORGANIZATION

Founded in 1876, Prairie View A&M University is the second oldest public institution of higher learning in the state of Texas. With an established reputation for producing engineers, nurses and educators, PVAMU offers baccalaureate degrees in 50 academic majors, 37 master's degrees and four doctoral degree programs through nine colleges and schools. A member of the Texas A&M University System, the University is dedicated to fulfilling its land-grant mission of achieving excellence in teaching, research and service. Prairie View A&M sits on 1,509 acres of land. There are 120 buildings, which includes satellite locations, which is over 2.4 million square feet.

### THE COMMUNITY

With its unique blend of countryside, culture, and college life, the city of Prairie View is a well-kept secret. Located in Waller County, Prairie View is northwest of the metropolis, Houston, TX, the 4th largest city in the country. Prairie View is a rural suburban community positioned for growth.

Situated at the intersection of US Highway 290/Texas 6 and University Drive (FM 1098), the City of Prairie View is centered in one of the largest agricultural producing areas of the world. There are miles of open country space primed for new commercial and residential developments. Please read on to learn about our rich history, business opportunities, City Council meetings, city services, city happenings, and more.

Conveniently located and easy to access, the City of Prairie View connects you to Texas. Houston and Austin are 35 and 90 minutes away, respectively, via US Highway 290. San Antonio is approximately 175 miles to the West while Dallas is approximately 215 miles to the North. George Bush Intercontinental and William P. Hobby Airports, each less than 45 minutes driving time from the city, provide both passenger & freight transportation. In addition, Prairie View has a commercial passenger bus terminal that is centrally located in the city.

Prairie View prides itself as being a great place to live, work, and raise a family. Our location offers the best of both worlds. For people seeking an escape from rush hour traffic and overcrowded venues, Prairie View is the perfect choice. Prairie View's location gives its residents the ability to experience small town life while taking advantage of the attractions that surrounding cities provide.

Mainstays in the community include restaurants, personal grooming centers, and reading parlors and bookstores. Other businesses include community centers, day cares, and senior citizen centers. Schools, churches, and community services are conveniently located for residents and blossom within the environs of Prairie View.

New commercial and residential developments have improved the economy and contribute to a satisfying quality of life for our residents. Prairie View has parks, bookstores and community centers for everyone to enjoy. And, just a few miles away, residents enjoy professional sports teams, amusement parks, water parks, shopping, the arts, and a bevy of other activities. We invite you to come to Prairie View and see why we are “**a city of character, on the frontier of change.**”

To learn more about Prairie View, visit [www.prairieviewtexas.gov](http://www.prairieviewtexas.gov).

For more information on Prairie View A&M University, please visit [www.pvamu.edu](http://www.pvamu.edu).

## **REPORTING RELATIONSHIPS**

The Director of Environmental Health and Safety reports to the Vice President of Business Affairs.

## **THE POSITION**

This position is responsible for managing and directing the day-to-day activities of the Office of Environmental Health and Safety.

Primary duties consist of:

- Identifying, developing and conducting training for University personnel on hazardous waste, source reduction and minimization awareness.
- Providing technical expertise to staff regarding hazard evaluation, recommendations and follow up.
- Directing, designing implementing and maintaining campus environmental health and safety programs, including hazardous waste management, chemical and laboratory safety, radiation safety and industrial hygiene.
- Serves as a liaison with federal, state and local authorities in matters related to environmental safety and safety management.
- Ensures compliance with Texas Department of Health (TDH), Texas Commission on Environmental Quality (TCEQ), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Texas A&M University Systems and other applicable regulations.
- Develops objectives and general procedures for a specific program or functional area of responsibility.
- Directs and conducts regular inspections and audits of university facilities and ensuring compliance with environmental health and safety regulations.
- Directs the implementation and maintenance of the Texas A&M System Risk Management Program to include safety administration and risk analysis for all the Prairie View A&M University campus and sponsored program projects conform with the University environmental, health, safety and risk management guidelines.
- Chairs the Environmental Advisory Council.
- Works with the Vice President of Business Affairs to implement and then maintain a campus environmental management system.

## **THE CANDIDATE**

The successful candidate must have knowledge of building life safety codes, wastewater rules and air emission rules and regulations. The candidate must have excellent written and verbal communication skills. They must have excellent computer skills to include the use of MS Office Suite. Must be willing to maintain a 24/7 on-call status throughout the years and be willing to reside within 30 minutes of the main campus.

A Bachelor's degree in Environmental Science, Management, Engineering or Industrial Engineering is required. One to three years of full time work experience in the Environmental Health and Safety field with one to three years supervisory experience.

## **REQUIRED CERTIFICATIONS/LICENSURES**

All positions at Prairie View A&M University are classified Security Sensitive, therefore requiring a background check.

The following documents must be attached to your application in order to successfully apply for this position:

Resume  
Recommendation Letter 1  
Recommendation Letter 2  
Recommendation Letter 3  
Copy of Official Transcript

If you should need assistance attaching these documents to your application, please contact the Office of Human Resources at 936-261-1730. To be considered, all required documents must be attached at the time your application is submitted.

## **COMPENSATION:**

Prairie View A&M University is offering a competitive salary and benefit package.

## **PRAIRIE VIEW A&M UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER.**

**For further information or to apply for this position, please contact**

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<b>Client:</b>  <u>Prairie View A&amp;M University</u>	<b>Search:</b>  <u>Director of Environmental Health and Safety</u>
<b>Name:</b>	<b>Date:</b>
<b>Title:</b>	<b>Submitted to:</b>
<b>Company:</b>	<b>Degree(s):</b>
<b>Home Address:</b>	<b>Compensation/Bonus:</b>
<b>City/State:</b>	<b>Other Benefits:</b>
<b>Phone: (Home)</b>  <b>(Office)</b>  <b>(Cell)</b>  <b>(Email)</b>	<b>Available for relocation?</b>

### Experience Checklist

<b>Reports to:</b>
<b>Years of experience in field:</b>

**How long have you been with your current company?**

**How large is your university? Number of students? Number of faculty?**

**What is the scope of your current responsibilities?**

**How much experience do you have interacting with state and federal regulatory agencies?**

**How much experience do you have with physical safety issues in a facility's management setting?**

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**Do you develop college policies and procedures as it relates to Environmental Health and Safety?**

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**What have your supervisors identified as your areas of improvement?**

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**Why would you be interested in making a career change?**

**Does this position sound like a good fit in terms of your goals?**

**Where do you want to be in your career in 5 years? 10 years?**

**Are you currently looking at other opportunities?**

**What is your time frame to make a career change?**

