

**EH&S Specialist Career Ladder Matrix**

	EH&S Specialist Family				
Job Title	EH&S Specialist I	EH&S Specialist II	EH&S Specialist III	EH&S Specialist IV	EH&S Sr. Specialist
Job Code	ME0013	ME0022	ME0094	ME0024	ME0033
Pay Grade	17	41	42	43	45
<b>Position Summary</b>	Under the direct supervision of the Manager or designee, the Environmental Health and Safety (EH&S) Specialist I provides support to the Environmental Health & Safety Department's pre-established safety programs. The EH&S Specialist I will work independently to prioritize multiple projects. These tasks will require the employee to work at multiple locations serviced by the UMass Medical School (UMMS) Environmental Health & Safety Department, including UMass Medical School (UMMS) and UMass Memorial Medical Center (UMMMC).	Under the direction of the Manager or designee, the Environmental Health and Safety (EH&S) Specialist II provides support to the Environmental Health & Safety Department's pre-established safety programs. The EH&S Specialist II will work independently to prioritize multiple projects. These tasks will require the employee to work at multiple locations serviced by the UMass Medical School (UMMS) Environmental Health & Safety Department, including UMass Medical School (UMMS) and UMass Memorial Medical Center (UMMMC).	Under the general direction of the Manager or designee, the Environmental Health and Safety (EH&S) Specialist III provides support to the Environmental Health & Safety Department's pre-established safety programs. The EH&S Specialist III will work independently to prioritize multiple projects. These tasks will require the employee to work at multiple locations serviced by the UMass Medical School (UMMS) Environmental Health & Safety Department, including UMass Medical School (UMMS) and UMass Memorial Medical Center (UMMMC).	Under the general direction of the Manager or designee, the Environmental Health and Safety (EH&S) Specialist IV provides support to the Environmental Health & Safety Department's pre-established safety programs. The EH&S Specialist IV will work independently to prioritize multiple projects. These tasks will require the employee to work at multiple locations serviced by the UMass Medical School (UMMS) Environmental Health & Safety Department, including UMass Medical School (UMMS) and UMass Memorial Medical Center (UMMMC).	Under the general direction of the Manager or designee, the Environmental Health and Safety (EH&S) Specialist IV provides support to the Environmental Health & Safety Department's pre-established safety programs. The Sr EH&S Specialist will work independently to prioritize multiple projects. These tasks will require the employee to work at multiple locations serviced by the UMass Medical School (UMMS) Environmental Health & Safety Department, including UMass Medical School (UMMS) and UMass Memorial Medical Center (UMMMC).
<b>Essential Functions /Scope</b>	<ul style="list-style-type: none"> <li>* Assist with response to urgent/emergent calls, questions or requests. Triage the issue, report back to supervisor, and apply appropriate follow-up</li> <li>* Conduct inventory of safety supplies and par levels</li> <li>* Conduct inspections and audits of labs, patient care and general areas, construction areas</li> <li>* Assist with risk assessments and incident investigations</li> <li>* Perform evaluations and surveillance surveys</li> <li>* Collect airborne, surface and personal exposure samples using monitoring equipment or badges</li> <li>* Collect and handle ionizing, hazardous and non-hazardous wastes from designated collection areas</li> <li>* Assist with proper segregation and labeling of waste or samples.</li> <li>* Transport hazardous waste to main storage rooms and assist with preparing hazardous waste for disposal</li> <li>* Test, calibrate and maintain safety equipment, chemical fume hoods, emergency showers, eyewashes, biosafety cabinets, or arrange for a vendor to do the testing based on schedule</li> <li>* Perform respiratory fit testing</li> <li>* Train hospital, school staff or students, and vendors on forms of respirator protection during fit testing and other safety training</li> <li>* Assist with conducting drills and exercises</li> </ul>	<ul style="list-style-type: none"> <li>* Respond to urgent/emergent calls, questions or requests of lower acuity incidents</li> <li>* Participate on the EH&amp;S Emergency Response Team. Triage the issue, report back to supervisor, provide suggested response/follow-up to supervisor, and apply appropriate follow-up</li> <li>* Provide basic program or compliance guidance in the field</li> <li>* Conduct Hospital orientation</li> <li>* Provide technical guidance to EH&amp;S Specialist I's</li> <li>* Draft or update programmatic standard operating procedures</li> <li>* Write draft incident review reports, incident action plans, and after-action reports</li> <li>* Conduct inspections and audits of labs, patient care and general areas, construction areas. Draft inspection reports</li> </ul>	<ul style="list-style-type: none"> <li>* Respond to urgent/emergent calls, questions or requests</li> <li>* Lead investigations based on manager's recommendations and action plans</li> <li>* Participate in the creation of checklists, tools and SOP's based on data trends for compliance inspections</li> <li>* Approve chemical or isotope purchases in purchasing software</li> <li>* Write inspection reports and identify action items without review for standard programmatic work</li> <li>* Troubleshoot equipment issues or problems</li> <li>* Assist with data collection and investigations of regulatory concern</li> <li>* Segregate and label waste or samples</li> <li>* Transport hazardous waste to main storage rooms and Prepare hazardous waste for disposal. Review data for waste generation for regulatory compliance</li> <li>* Recommend sampling strategy</li> <li>* Develop training content under guidance and coordinate trainings with departments</li> </ul>	<ul style="list-style-type: none"> <li>* Independently respond to or manage urgent/emergent calls, questions or requests</li> <li>* Participate on the EH&amp;S Emergency Response Team. Triage the issue and apply appropriate follow-up</li> <li>* Operationally manage programs, assign tasks, implement schedules, surveys and programs, and independently follow issues to completion</li> <li>* Independently initiate investigations and processes</li> <li>* Create and revise checklists, tools and SOP's based on data trends for compliance inspections</li> <li>* Develop and implement sampling strategy</li> <li>* Ship radioactive packages</li> <li>* Act as a resource for employees on-call</li> <li>* Lead data collection and investigation of regulatory concern</li> <li>* Review data, identify trends and take action to resolve</li> <li>* Guide others regarding quantity limits, calculations, exposure limits, and take action or check software errors</li> <li>* Manage training programs, develop and update training content based on regulatory updates</li> <li>* Provide responses to questions regarding EH&amp;S' on-line training applications or providing access code</li> <li>* Conduct drills and exercises</li> </ul>	<ul style="list-style-type: none"> <li>* Lead with data collection and investigation of regulatory concern. Coordinate requests from onsite inspectors.</li> <li>* Identify potential risks and develop mitigation plan. Manage investigations and write responses</li> <li>* Create programmatic standard operating procedures</li> <li>* Develop and manage training programs, develop and update training content based on regulatory updates</li> <li>* Mentor and provide day to day oversight to EH&amp;S Specialists</li> </ul>
<b>Required Qualifications</b>	Bachelor's degree in Environmental Health and Safety, a related degree, or equivalent experience 0-1 year of related experience * Ability to become certified as OSHA 40-hour Hazwoper Emergency Responder and wear a full-face respirator * Ability to become certified by DOT for manifest signing * Must have a valid driver's license and a vehicle or the ability to travel to off-site locations and respond to matters of urgency.	Bachelor's degree in Environmental Health and Safety, a related degree, or equivalent experience 1-3 years of related experience * Ability to become certified as OSHA 40-hour Hazwoper Emergency Responder and wear a full-face respirator * Ability to become certified by DOT for manifest signing * Must have a valid driver's license and a vehicle or the ability to travel to off-site locations and respond to matters of urgency.	Bachelor's degree in Environmental Health and Safety, a related degree, or equivalent experience 3-5 years of related experience * Ability to become certified as OSHA 40-hour Hazwoper Emergency Responder and wear a full-face respirator * Ability to become certified by DOT for manifest signing * Must have a valid driver's license and a vehicle or the ability to travel to off-site locations and respond to matters of urgency.	Bachelor's degree in Environmental Health and Safety, a related degree, or equivalent experience 5-7 years of related experience * Ability to become certified as OSHA 40-hour Hazwoper Emergency Responder and wear a full-face respirator * Ability to become certified by DOT for manifest signing * Must have a valid driver's license and a vehicle or the ability to travel to off-site locations and respond to matters of urgency.	Bachelor's degree in Environmental Health and Safety, a related degree, or equivalent experience 7-9 years of related experience * Ability to become certified as OSHA 40-hour Hazwoper Emergency Responder and wear a full-face respirator * Ability to become certified by DOT for manifest signing * Must have a valid driver's license and a vehicle or the ability to travel to off-site locations and respond to matters of urgency.
<b>FLSA Status</b>	Non- Exempt	Exempt	Exempt	Exempt	Exempt
<b>Promotional Process</b>	<b>Requisition</b>	Requisition or In-family Promotion from EH&S Specialist I	Requisition or In-family Promotion from EH&S Specialist II	Requisition or In-family Promotion from EH&S Specialist III	Requisition or In-family Promotion from EH&S Specialist IV