



WAUKESHA
COUNTY TECHNICAL
COLLEGE

WAUKESHA COUNTY TECHNICAL COLLEGE
invites applications for the position of:
Environmental Health & Safety Specialist

An Equal Opportunity Employer

SALARY: \$55,586.00 - \$67,413.00 Annually

OPENING DATE: 09/25/17

CLOSING DATE: 10/06/17 11:59 PM

DESCRIPTION:

SUMMARY: Under administrative supervision to develop and maintain environmental, health and safety programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (INCLUDE, BUT NOT LIMITED TO):

1. Maintain environmental, health and safety (EHS) programs, policies and procedures. Conduct training.
2. Identify gaps, develop and implement new or modify existing EHS programs, policies and procedures. Provide training.
3. Provide EHS information, advice and recommendations to College staff, faculty and students. Represent department at internal and external meetings.
4. Identify, document and recommend corrective actions regarding workplace hazards.
5. Investigate workplace accidents, document findings and recommend and communicate corrective actions.
6. Assist Supervisor with Safety and Security Team agendas and follow-up.
7. Serve on appropriate College committees and assist with emergency planning and related activities.
8. Maintain required records and documentation and prepare and submit required reports.
9. Serve as backup to the Campus Security Coordinator

MINIMUM QUALIFICATIONS:

Knowledge, Skill, and Ability Requirements:

1. Knowledge of current EHS laws and regulations, standards, sampling protocols and equipment.
2. Proficient in Microsoft Office applications and related office technology.
3. Ability to solve problems and use verbal communications that build consensus.
4. Ability to work with diverse socio-economic population.
5. Ability to compile statistical reports and write summary of findings.

Education and Experience Requirements:

1. Bachelor's degree in Environmental Health and Safety, Environmental Health, Industrial

- Hygiene or related field.
2. Certified Safety Professional (CSP) and/or Certified Hazardous Materials Manager (CHMM) preferred.
 3. Three years related experience. Prefer trained in First Aid, CPR, AED and Blood borne Pathogens.

SUPPLEMENTAL INFORMATION:

Work Environment

The work environment characteristics described here are the representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *While performing duties of this job, the employee is occasionally exposed to moderate conditions such as work near moving mechanical parts; flammable materials, and gases/chemicals*
- *The employee is occasionally exposed to mild fumes/odors, dust/dirt, hazardous waster, sharp edges, electrical hazards and inured people;*
- *The employee is occasionally exposed to extreme hot or cold temperatures.*
- *The noise level in the work environment is usually moderate; occasionally the employee is exposed to extreme noise.*

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *The employee must occasionally lift and/or move up to 50 pounds.*
- *Specific vision abilities required by this job include close vision, depth perception, color perception and ability to adjust focus.*
- *While performing the duties of this job, the employee is frequently required to talk or hear.*
- *The employee is regularly required to use hands to handle or feel, sit and reach with hands and arms;*
- *The employee is occasionally required to bend/stoop, climb, crouch/crawl stand and walk.*

Position Information

The Environmental Health & Safety Specialist supports the Human Resources Department and is available immediately.

All applicants (internal and external) must attach the following to the completed online application for consideration, **(Applications that do not have the required attachments will not be considered):**

- Cover Letter
- Resume
- Proof of education (Diploma or unofficial and/or official transcripts)

Hours

Hours are generally Monday through Friday, 8:00 a.m. to 5:00 p.m., but may vary based on departmental needs. Salary is listed at the 2017-2018 rates.

Interview

Selected applicants will be invited to interview on Monday, November 6, 2017. Out of state candidates can choose to attend, or will have the option to use Skype. All candidates who are invited to the second interview MUST be in person. Travel will be reimbursed up to \$300.00 (*for the second interview only*).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.wctc.edu>

Job #2017-09-25
ENVIRONMENTAL HEALTH & SAFETY SPECIALIST
SV

OUR OFFICE IS LOCATED AT:
800 Main Street
Pewaukee, WI 53072
262-691-5565
lterry1@wctc.edu

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Environmental Health & Safety Specialist Supplemental Questionnaire

- * 1. 1. Please explain your experience working with hazardous waste as it pertains to WI DNR/RCRA?
- * 2. Please describe your experience working with OSHA regulations and related training.
- * Required Question