



THE UNIVERSITY of
MISSISSIPPI

JOB DESCRIPTION

Research & Environmental Compliance Officer

Definition of Class

This is a supervisory position in which the incumbent directs and coordinates functions of a comprehensive environmental compliance and safety program to include hazardous materials and waste management. Incumbent ensures compliance with the university, state, and federal regulations and guidelines regarding hazardous chemicals and chemical wastes.

Examples of Work Performed

Performs personnel functions including hiring, training, and conducting performance evaluations.

Develops and implements policies and procedures. Interprets environmental regulations as required.

Coordinates emergency response to biological, chemical, and radioactive spills and accidents.

Conducts inspections of laboratories and facilities to ensure compliance.

Manages hazardous chemical, biological, and radioactive waste disposals. Manages contracts for off-site disposal services.

Inspects all areas for potentially dangerous situations regarding hazardous waste.

Recommends or demands necessary action or procedural changes to correct areas not in compliance with regulations.

Consults with university officials regarding proposals, grant requests, laboratory experiments and day-to-day routine operations involving hazardous materials.

Recommends necessary action or procedural changes to reduce risks to faculty, staff, and students and to reduce waste disposal costs to university.

Provides technical assistance to investigations concerning suspected hazardous materials, protective measures to be taken, and other questions concerning hazardous materials.

Enforces federal, state, and university guidelines concerning hazardous wastes. Serves as liaison with government regulators on environmental compliance issues.

Reviews and approves research protocols utilizing hazardous materials for the Office of Research.

Completes all necessary documents, records, and reports required.

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. Directs and coordinates functions of a comprehensive health and safety program.
2. Performs technical investigations and evaluations.
3. Provides technical consultation regarding health and safety issues and regulations to faculty, staff, and students.

4. Supervises and coordinates the activities of the environmental health and safety staff.

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 100 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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:

Bachelor's Degree from an accredited college or university in Chemistry, Science or a related field.

AND

Experience:

Three (3) years of experience related to the above described duties.

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.

Rev. 05/26/2015

"The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VII/Title VIII/Title IX/504/ADA/ADEA employer."

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.