



VCU

Environmental Safety & Risk Management Job Summaries

Job Code	Job Title	University Job Summary
16516 16515 16514	Chief Environmental Safety & Risk Management Officer	Chief Environmental Safety and Risk Management Officers provide strategic leadership university-wide for environmental safety and risk management. They are responsible for strategic development and administration for Environmental Services and Risk Management's mission, goals, and programs. They work directly with the Board, local elected officials, alumni, donors, and the community to advance the overall mission of the university as it relates to environmental safety and risk management. Chief Environmental Safety and Risk Management Officers possesses the authority to set and change the strategic goals of the units and areas assigned, exercising considerable latitude on how results are achieved. They develop and implement appropriate policy and procedures in compliance with legal and regulatory constraints. Actions at this level have a critical impact on the overall operational performance, safety, and financial viability of the university. Chief Environmental Safety and Risk Management Officers typically report to the university president or executive leadership.
16513 16512 16511	Environmental Safety and Risk Management Officer	Environmental Safety and Risk Management Officers provide strategic leadership and management of university-wide Environmental Safety and Risk Management programs or functions. They provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on the overall university safety, operations, and legal compliance. Under the direction of the Chief Environmental Safety and Risk Management Officer, they possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. They typically report to the executive leadership.
16416 16415 16414 16413 16412 16411	Director, Environmental Safety and Risk Management	<p>Directors typically provide operational management for a university-wide Environmental Safety and Risk Management program within a division, center, or department with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing safety, operations, and legal compliance. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices.</p>



VCU

Job Code	Job Title	University Job Summary
		<p>Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
16336 16335 16334 16333 16332 16331	Manager, Environmental Safety and Risk Management	<p>Managers serve as operational managers responsible for one or more Environmental Safety and Risk Management program's daily administration. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; special projects; and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>
16326 16325 16324 16323 16322 16321	Supervisor, Environmental Safety and Risk Management	<p>Supervisors provide oversight of daily operations of a small-to-medium team of Environmental Safety & Risk Management staff within Environmental Safety & Risk Management or an academic school, department, auxiliary program, or business unit. They may be responsible for areas such radiation safety, lab safety, occupational safety, and insurance. Supervisors ensure that day-to-day operations align with short-term goals and objectives; may help senior leadership develop processes or implement new programs and/or services; and may serve as liaisons between internal departments or functional areas. They may serve as resources for lower-level staff. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to higher-level management. They typically report to a manager or director or in some areas may report to an administrator.</p> <p>NOTE: The Supervisor job is intended for positions that, as a general rule, have three or more full-time direct reports. However, the nature of some job families and the intentional staffing patterns allow for supervisor positions that manage the work assignments, hiring, and discipline of more than three hourly (wage) and/or student positions. Positions that meet the scope of the Supervisor job and consistently have hourly (wage) or student direct reports may be placed in the Supervisor job, in consultation with Human Resources. Otherwise, positions that do not have three full-time direct reports and do not consistently manage three or more hourly (wage) or student direct reports should be placed in the individual contributor job that best fits the overall job content.</p>



Job Code	Job Title	University Job Summary
		<p>Senior Supervisors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Supervisors assume a higher level of responsibility and authority in compliance and legal matters.</p>
16916 16915 16914 16913 16912 16911	Administrator, Environmental Safety	<p>Administrators provide administrative management of one or more functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as resources to lower-level staff. Their decision-making has a significant impact on service delivery and operational goals. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
16236 16235 16234 16233 16232 16231	Environmental Safety and Risk Management Engineer	<p>Environmental Safety and Risk Management Engineers analyze current conditions and recommend changes to provide safe working conditions for university staff and students. Their typical responsibilities may include initiating activities to eliminate or control known hazardous conditions resulting from human error, equipment, and machine operations that may lead to human injury and/or property damage; researching and advising management on the sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies; researching and developing fire or safety protection projects; and ensuring compliance with regulatory requirements. They independently make routine-to-complex decisions while referring unprecedented issues to a higher level. Environmental Safety and Risk Management Engineers typically report to a manager or director.</p> <p>Senior Environmental Safety and Risk Management Engineers possess greater knowledge of operational and technical tasks related to environmental safety and risk management, distinguishing them from Safety Officers. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>



Job Code	Job Title	University Job Summary
16226 16225 16224 16223 16222 16221	Safety Officer	<p>Safety Officers provide professional services within an area of specialization within an academic school, department, auxiliary program, or business unit. Their typical responsibilities may include interacting with staff and regulatory officials; overseeing compliance with hygiene and hazardous regulations; providing guidance and assistance to laboratory supervisors; and working with department and laboratories to implement a safety program; overseeing the annual laboratory inspection program; providing biosafety-related consultation and training as necessary to enhance safety awareness and compliance with applicable regulations; and conducting emergency evacuation drills. They exercise independent judgement for routine-to-moderately-complex issues while referring complex or unprecedented issues to a higher level. Safety Officers typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Safety Officers possess greater knowledge of operational and technical tasks related to environmental safety and risk management, distinguishing them from Safety Officers. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
16216 16215 16214 16213 16212 16211	Environmental Safety and Risk Management Specialist	<p>Environmental Safety and Risk Management Specialists perform professional work requiring an in-depth knowledge of one or more specialized environmental health and safety functional areas. Their typical duties may include calibrating instruments; overseeing the containment, consolidation, and disposal of hazardous and non-hazardous waste; operating solvent distillation units; serving as a subject matter expert who develops, implements, and maintains applicable environmental health and safety standards across the university and health system; and performing health and safety assessments. They may work independently or as a member of a team. Environmental Safety and Risk Management Specialists work under limited supervision, making complex decisions independently and referring unprecedented issues to an upper-level manager. Environmental Safety and Risk Management Specialists typically report to a manager or director or in some units may report to a supervisor.</p> <p>Senior Environmental Safety and Risk Management Specialists possess greater knowledge of a specialized area of the environmental health and safety field, distinguishing them from Environmental Safety and Risk Management Specialists. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
16016 16015 16014 16013 16012 16011	Environmental Safety and Risk Management Technician	<p>Environmental Safety and Risk Management Technicians perform entry-level operational and technical tasks related to the physical spaces of the university. Their typical duties may include managing waste and safety programs to maintain compliance with the EPA, RCRA, OSHA, NFPA and other applicable state and federal regulations and guidelines; inspecting working areas, machinery, equipment, and working conditions for compliance with safety regulations; maintaining records on safety inspections and inventory of safety and fire</p>



VCU

Job Code	Job Title	University Job Summary
		<p>equipment and devices; addressing building, fire, life, and occupational safety issues; and assisting in properly maintaining all residential facilities. They may work independently or as part of a team. They work under general supervision, resolving most standard issues independently and referring complex or unique issues to a supervisor, senior/lead worker, or higher-level worker. Technicians typically report to a manager or director or may report to a supervisor.</p> <p>Senior Environmental Safety and Risk Management Technicians possess greater knowledge of operational and technical tasks related to environmental safety and risk management, distinguishing them from Environmental Safety and Risk Management Technicians. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>