UNIVERSITY OF SOUTHERN CALIFORNIA

Occupational Health and Safety Supervisor

Job Code: 119175

OT Eligible: No
Comp Approval: 6/2/2017

JOB SUMMARY:
Develops and implements one or more University safety programs that address University and regulatory requirements, as needed, for area of specialty. Directly supervises a minimum of two full time equivalents (FTEs). Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Oversees and conducts field audits for compliance to program regulations for area of specialty. Maintains currency with existing and pending relevant legislation. Assesses existing program(s) for adequacy and regulatory compliance. Develops and coordinates emergency response procedures. Oversees and assists clients in the planning and implementing of tailored safety programs. Oversees the maintenance of program-specific statistical records and administrative paperwork. Oversees and assists with the development and delivery of training for appropriate laboratory personnel and staff. Liaises with regulatory agencies and professional organizations.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Develops and implements one or more University safety programs that address University and regulatory requirements, as needed, for area of specialty. Establishes documents and communicates standards, guidelines, and procedures for assigned safety programs.

Directly supervises a minimum of two full time equivalents (FTEs). Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.

Oversees and conducts field audits for compliance to program regulations for area of specialty. Documents results and recommends corrective action for any discovered non-compliance. Follows up as needed.

Maintains awareness and knowledge of current changes existing and pending relevant regulations and legislation which may affect operations. Assesses existing programs for adequacy and regulatory compliance. Ensures that design of programs reflects the most recent standards and regulations, and prepares programs for future regulatory compliance, as necessary. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, as necessary.

Develops and coordinates emergency response procedures. Ensures that emergency calls and events are responded to immediately by appropriate personnel. Ensures that proper safety methods and procedures are followed. Prepares and submits reports as required.
Oversees and assists clients in the planning and implementing of tailored safety programs.

Oversees the maintenance of program-specific statistical records and administrative paperwork. Ensures that required reports are prepared and submitted, as necessary.

Oversees and assists with the development and delivery of training for appropriate laboratory personnel and staff. Recommends and monitors the professional development opportunities for staff and maintains staff records.

Liaises with regulatory agencies and professional organizations.

__E__ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: □ No

□ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 years

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Bachelor’s degree in Environmental Science or in a related field. Occupational health experience in a university, research environment or similar setting. Working knowledge of Center for Disease Control and National Institutes for Health guidelines.

**Preferred Education:**

Master’s degree

**Preferred Experience:**

7 years
Preferred Field of Expertise:

Master’s degree in Safety/Occupational Health with 1 year of supervisory experience. Occupational health experience in a university, research environment or similar setting. Working knowledge of Center for Disease Control and National Institutes for Health guidelines. ASP and/or CSP certifications preferred.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Conceptualization and design
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Networking
Organization
Planning
Problem identification and resolution
Problem identification and resolution
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Administrative
Professional/Paraprofessional
Technical

SIGNATURES:
Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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