



		ISSUED: 2/26/19; Rev. 6/19;
TITLE: Water Safety Officer	SALARY TABLE: AP	CLASS CODE: PE375
UNION: P&A, Local 1979, U.A.W.	SALARY GRADE: 13	EEO CODE: 30
JOB GROUPING: Stand Alone	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Provide leadership, expertise and program management for the University’s Water Safety Program. Serve as the primary representative of the Office of Environmental Health and Safety (OEHS) on the University’s Water Safety Team. (WST).

Essential Job Functions	% Time
Collect water samples, according to established and internally-developed protocols, from a variety of locations for bacteriological and chemical testing. Monitor and record levels of biocide (e.g., bromine), pH, temperature, conductivity, and turbidity using field equipment/ instrumentation. Interpret direct-reading measurements and analyze laboratory results to assess building systems. Collect, track, verify field data for entry into compliance database, and analyze data to determine compliance and verify and validate safety and operational standards and all applicable federal, state, and local regulations. Identify and anticipate deficiencies. Analyze collected data to anticipate and/or react to potential issues, and modify WSU’s water safety program as warranted, based on the data. Utilize professional judgement to develop, communicate, and verify completion of recommended corrective actions and proactive improvements based on observations and measurements. Follow-up as required.	40%
Lead the Water Safety Team (WST) in the monitoring of water quality and the implementation of measures to ensure the safety of the University, its surrounding communities and compliance with federal, state and local requirements. Participate in strategy development and goal-setting for the WST. Act as a safety-culture change agent to support WSU’s efforts to continuously improve safety and compliance.	20%
Form, lead, and coordinate cross-functional teams to develop, implement, and maintain operational and verification programs, policies, and procedures. Develop, implement and oversee pilot studies to address issues as they emerge.	20%
Oversee implementation of remediation activities of external water management companies. Document and follow-up to ensure corrections have been made to bring project into compliance.	5%
Stay up-to-date with scientific literature, emerging regulations and standards, etc.	5%
Interface and communicate program status regularly to internal and external stakeholders, including university leadership and federal, state, and local regulatory authorities.	5%
Perform other related duties as assigned.	5%

ADDITIONAL COMMENTS

This position is responsible for staying current with federal and State regulations and standards relating to environmental health and adapting work activities accordingly. This position operates under strict federal and State guidelines and must ensure that the University community is aware of and in compliance with these regulations. This requires the ability to understand and influence the actions of others. This classification is located in the Office of Environmental Health and Safety and reports to and receives work direction from a management level position, i.e. Director, etc.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in chemistry, biology, mechanical engineering or an equivalent combination of education and experience. Graduate degree is preferred. Ideal candidate has a demonstrated knowledge of scientific principles combined with mechanical aptitude.

Five years of technical or professional experience in a related field.

Knowledge of state and federal regulations governing water systems and operations.

Possession and maintenance of appropriate valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.

Considerable experience with technical writing.

Demonstrated professionalism and credibility.

Excellent interpersonal and communication skills. Communicates clearly and accurately in challenging situations, such as dealing with customer complaints or code compliance issues. Communicates effectively with supervisor in a timely manner regarding sensitive issues using both verbal and written methods.

Understand the design and operation of general mechanical equipment (e.g., valves, pumps, cooling towers, plumbing systems, and HVAC systems).

Understand risk assessment and communication principles, and interpretation of standards in order to apply principles of continuous improvement and best practice implementation.

Proficient with handheld technologies and MS Office.

WORKING CONDITIONS

Able to meet physical requirements - safely access rooftop cooling towers while carrying water samples, equipment and tools. Comfortable working at heights. Works around large pumps and valves, and on construction sites with open trenches and heavy equipment present. Performs duties in a variety of weather conditions.

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