

## **STUDENT LABOR POSITION DESCRIPTION**

**Dept. of Environmental Health and Safety**

Most Recently Updated 04/07/05

Position Title: Assistant EHS Supervisor

Must work 10 hrs/wk.

**1. Grade Level:** 4

**2. Description:** This position is an apprenticeship to the Student Director of the Department of Environmental Health and Safety. This position will work closely with the Director and shall follow the guidelines established for the position

- A. Assist the Director in the training of all Environmental Health and Safety student labor positions in all aspects of the position and related assignments as described for the job.
- B. Be knowledgeable of all the Department's procedures and inventory projects. Maintain an updated summary log of the status of all routine activities and projects.
- C. Coordinate classroom schedules with student schedules for the purpose of maintaining the chemical inventory system.
- D. Work with the director to schedule periodic laboratory inspections as outlined in the Chemical Inventory clerk position.
- E. The Assistant Supervisor may be requested to prepare and conduct special safety presentations to other departments. This position may also be asked to work on special environmental health and safety projects as needed.
- F. Must be knowledgeable in all the chemical inventory procedures and the Chemical Hygiene plan
- G. Assist the Student director and the Department director in maintaining all records required under the OSHA Lab Standard, Hazardous Communication Standard, Hazardous Waste management regulations, and other records required by state and federal law. See record keeping requirements outlined in the Student Director's Position description.
- H. Maintain an organized and safe work area

**3. Learning Opportunities:**

- A. Organizational Skills/Office management
- B. Time Management Skills
- C. All functions of the Department in regards to the chemical inventory system
- D. Manager/Leadership skills
- E. Teaching skills

**4. Basic Qualifications:**

- A. General: Able to work in a team oriented environment
- B. Organization and Management skills
- C. Physical: Able to work with chemicals and around laboratory areas.
- D. Academic: Must be a science major or have a good background in science

**5. Desirable Qualifications:**

- A. Desire sophomore or junior science and/or technology majors.

**6. Narrative Summary:**

The student in this position must demonstrate good leadership and communication skills.

They also must have a good working knowledge of the department policies and procedures

and a good basic knowledge of chemistry, including chemical terms and hazard characteristics. This individual must be able to develop and present safety presentations. They must be willing to demonstrate through example and instruction, the importance of safe chemical work practices.