



Code: 3406
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and monitors environmental health and safety programs in operating departments, and performs related duties as required

ESSENTIAL DUTIES

- Develops, modifies and implements environmental health and safety (EHS) policies and procedures in City departments in accordance with federal and state regulatory requirements (e.g., OSHA, USEPA, IEPA, IDOL)
- Assesses EHS training needs according to departmental operations and conducts and/or facilitates training
- Prepares scopes of work, schedules and budgets for proposed EHS projects and coordinates and oversees the work of consultants, vendors and internal work teams engaged in project implementation
- Performs incident investigations to determine their cause and recommends corrective actions to prevent future occurrences
- Conducts walkthroughs of City facilities and operations in order to monitor departmental compliance with EHS regulations and adherence to recommended actions
- Analyzes EHS issues in operating departments and summarizes findings including recommendations to address deficiencies
- Researches, recommends the purchase of, and trains employees on the proper use of personal protective equipment
- Utilizes EHS management software to track compliance, analyze trends and create reports
- Assists City departments with the setup, implementation and maintenance of EHS management software
- Documents operating procedures and provides training to staff in City departments on the use of program applications and the implementation of EHS policies and procedures
- Prepares narrative and statistical reports on the status of EHS activities and compliance efforts
- Attends meetings, conferences and public hearings to keep abreast of EHS best practices and trends and to share information with City departments

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Safety Management, Environmental Health and Safety Management, Environmental Science, Environmental, Civil or Chemical Engineering or a directly related field, plus three (3) years of work experience developing, analyzing and monitoring environmental health and safety programs, or an equivalent combination of education, training and experience provided that the minimum education requirement is met.

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Licensure, Certification, or Other Qualifications

- A valid State of Illinois Driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- Ability to access staircases, ladders, and/or step stools
- Ability to access cramped or confined locations

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *environmental health and safety hazards recognition and recommended corrective actions
- *federal and state environmental health and safety regulations applicable to city operations
- *training program design, development, implementation, and evaluation

Moderate knowledge of:

- *project management methods, techniques, practices and procedures
- *applicable computer software packages
- *record keeping methods, practices, and procedures
- *report preparation methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- SYSTEMS ANALYSIS – Determine how a system should work and how changes in conditions, operations and the environment will affect outcomes

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2016