

**Grade: AS4**

**Job Code: FBN146**

**Level: IC3**

**Job Description**

**Title:** Environmental Health and Safety Specialist 2 **Department: FXF0**

**Reports To: Director, Environmental Health and Safety Date: 10/28/2020**

**POSITION SUMMARY**

EHS professional needed to support an engineering oriented R&D organization with 250 labs and shops including electronics, biological, and semiconductor fabrication labs. Duties will include supporting a broad range of EHS programs including but not limited to EHS inspections, EHS training, biosafety, hazardous waste management, fire safety program, indoor air quality, emergency management, accident investigations, and laboratory experimental review. Candidate will manage the chemical inventory and purchasing review program. Knowledge of EHS regulatory requirements required.

Along with all EHS personnel, provide quality and timely customer service for EHS issues. Respond to emergencies with support from other EHS Office personnel. Be able to provide quick turn-around of service requests in a friendly professional manner with problem solving as a top priority.

**ESSENTIAL FUNCTIONS**

1. Customer service for all EHS issues.
2. Manage and maintain Draper’s chemical inventory using the Peoplesoft database system and Microsoft Excel.
3. Manage and maintain Draper’s SDS database on Collaboratory.
4. Manage EHS approval for PO requisitions of hazardous materials.
5. Participate in accident investigation and route cause analysis.
6. Organize and distribute the information for the Institutional Biosafety, Radiation, and Safety Committee meetings and applicable programs’ maintenance requirements
7. Develop web-based EHS trainings and deliver classroom EHS trainings.
8. Assist Senior EHS Specialists with the EHS inspection and training program.
9. Assist Senior EHS Specialists with hazardous waste management, fire safety program, indoor air quality, emergency management, accident investigations, and laboratory experimental review.

**EDUCATION AND EXPERIENCE**

A minimum of a BS in engineering, science or related field **with five** years of professional experience is required. A Master’s Degree in an EHS field with the ability to become certified in CBSP , CIH, CSP or other EHS related certification is desirable. Advanced knowledge of Peoplesoft, Collaboratory, and the Microsoft Office Suite programs is recommended for this role.

**PHYSICAL REQUIREMENTS**

Ability to wear a respirator and lift 25 pounds.

**WORKING CONDITIONS**

Security clearance is necessary for this job.