Job Opportunities
University of the District of Columbia (UDC)

Position: Health and Safety Specialist

Salary Range: AD-018 08/01-03 $51,532 - $55,476 Per Annum

Location: Van Ness Campus

Closing Date: Open Until Filled

Responsible to: Vice President, Public Safety and Emergency Management, University Operations

Announcement Number: 06-09
Date: 02-09-06

Areas of Consideration: Nation-wide

Brief Description of Duties

Identifies, develops and implements, through review of applicable health and safety codes and regulations, mandated health and safety programs applicable to the University. Assists in maintaining programs through appropriate faculty and staff training and program review and revisions.

Provides assistance to faculty and staff in implementing and sustaining University health and safety programs and procedures; guides faculty and staff in applying health and safety procedures to routine and non-routine job tasks; aids employees in identifying “at risk” behavior and develops alternative “safe” job procedures to minimize risk.

Ensures faculty and staff are in compliance with health and safety regulations and internal programs and procedures through scheduled and unscheduled audits and inspections; coordinates with faculty and staff to recommend appropriate and feasible solutions to targeted areas for improvement.

Performs and documents monthly departmental health and safety inspections; collaborates with department personnel to identify deficiencies and viable corrective actions. Assists in acquiring and posting needed signage and scheduling necessary maintenance and repairs.

Responds to health concerns from employees and documents their observations and findings. Identifies solutions in collaboration with affected departments and facilitates implementation.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
**Qualifications Required**

A bachelor’s degree in Industrial Hygiene and Safety, Environmental Health or a related field of study with at least two years of specialized experience or an equivalent combination of education and experience is required. Possession of the NASP Safety Manager Certificate and the OSHA First Responder Training Certificate highly preferred. One year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application, cover letter and résumé along with contact information for three (3) references to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008