Position Announcement

POSITION: Health, Safety, and Environmental Coordinator

LOCATION: K-State Research & Extension (KSRE) and College of Agriculture – Kansas State University

DUTIES AND RESPONSIBILITIES:

This position reports directly to the Associate Director, Kansas Agricultural Experiment Station. This is an administrative 12-month position and has the following duties and responsibilities:

The Coordinator oversees system-wide health, safety, and environmental policies and related matters. This position is located on the main campus of Kansas State University in Manhattan and will report to the Associate Director for Research or his/her designated representative. The safety coordinator will communicate regularly with the KSU Department of Environmental Health and Safety, and the University Research Compliance Officer to ensure compliance and consistency. The successful candidate has the opportunity to work towards a graduate degree in a related field while working as the Coordinator. A Dependent/Spouse Tuition Grant Program is available for courses taken at Kansas State University for dependents or spouses of eligible employees of Kansas State University.

The job responsibilities include, but are not limited to:

- develop, implement, and maintain Research and Extension's Occupational Health, Safety, and Environmental policies and procedures
- plan and budget for short- and long-term health and safety programs; conduct safety audits of facilities
- provide occupational health, safety, and environment training in "face-to-face" and "distance" formats
- serve as an authority on Occupational Health, Safety, and Environmental issues
- perform industrial hygiene-related functions, such as indoor air quality investigations
- maintain the Health, Safety, and Environmental Quality web page (http://www.ksre.ksu.edu/agsafe/)
- coordinate medical surveillance program
- once hired, attain the necessary certifications to provide "worker" and "handler" training in accordance with the EPA Pesticide Worker Protection Standard
- supervise staff of the Health, Safety and Environmental Quality Office

REQUIRED QUALIFICATIONS:

The successful candidate must have a bachelor's degree in any field or an associate degree in safety, health, environment or a closely related field. The successful candidate must also hold any ONE of the following levels of certification: 1) Currently in good standing as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Associate Industrial Hygienist (CAIH); or 2) Currently in good standing as a Graduate Safety Practitioner (GSP). Candidates hired with GSP certification will be expected to achieve CSP certification within 5 years of the date of employment; or 3) Currently in good standing as an Associate Safety Professional (ASP). Candidates hired with ASP certification will be expected to achieve CSP certification within 5 years of the date of employment. The successful candidate must have excellent communication skills.

PREFERRED QUALIFICATIONS:

A bachelor's or master's degree program in safety, health or environmental practices holding program accreditation from the Applied Sciences Accreditation Commission (ASAC) or the Accreditation Board for Engineering and Technology (ABET).

APPLICATION PROCEDURE:

Screening begins August 1, 2014 and continues until position is filled. Send letter of application; resume/CV curriculum vitae documenting education and work experiences; photocopy of CSP, CIH, CAIH, GSP, or ASP certification, including associated accreditation number; three names and contact information for professional references.

Application materials should be sent to: Ms. Kim Rothwell, Agricultural Experiment Station, 113 Waters Hall, Kansas State University Manhattan, KS 66506. Electronic submission is preferred and should be sent to: krothwel@ksu.edu.

Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans. Background check required.