

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Manager
Environmental Health & Safety
Physical Plant
Regular Full-Time Position
Position Number 586100**

General Description

The Environmental Health & Safety Manager reports to the Director of the Physical Plant and is responsible for the campus environmental and occupational health and safety programs.

Primary Duties and Responsibilities

- Develop University policies and procedures to ensure a safe and healthful working and/or learning environment for staff, faculty and visitors.
- Manage hazardous waste, waste reduction, recycling, refrigerant recovery, blood borne pathogen program, bio-hazardous waste, asbestos abatement, right-to-know law, fire safety, community right-to-know, air pollution, ADA Disability Accessibility through Safety, disaster recovery, wellness and injury programs, underground storage facilities, sink hole management, implementation of EPA/OHSA codes requirements and other assigned areas.
- Monitor and ensure compliance with all environmental laws and regulations pertaining to air pollution, hazardous waste, water quality and solid waste.
- Develop and implement procedures for programs such as chemical inventories, Material Safety Data Sheets/Hazard Communication, asbestos, personal protective equipment, confined space entry, lock-out/tag-out and employee safety.
- Inspect and coordinate University emergency equipment, develop and review policies and bid specifications and resolve complaints which arise from violation of policy or safe work environments.
- Develop and conduct environment and occupational health and safety training programs/sessions.
- Develop procedures and processes and conduct investigations regarding mold throughout APSU facilities.
- Perform periodic safety surveys and conduct investigations to provide safety services and assures safety of employees.
- Maintain records and files of all safety surveys, inspections and incident reports to assure compliance with departmental, state and federal requirements pertaining to reporting hazardous incidents and contamination.
- Manage and oversee the Fire Safety program by conducting health and safety inspections.
- Formulate teaching outline and determine instructional methods utilizing knowledge of training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meeting, workshops and self-directed learning applications.
- Research and evaluate regulatory programs to identify and assess training requirements; ensure employee training and education programs are provided as required by codes, rules, regulations, University and TBR policies and procedures.
- Develop database programs for tracking campus employee safety training.
- Manage ADA improvements and ensures compliance with current ADA codes.
- Perform other job-related duties as assigned.

Essential Functions

- Knowledge of the occupational safety and health standards of general industry.
- Knowledge of building codes, ADA codes, life safety codes and fire codes.
- Knowledge of construction.
- Knowledge of Microsoft Office software, specifically Word, Excel, PowerPoint and Access.
- Ability to develop and conduct effective training programs for students, faculty and staff.
- Ability to effectively communicate.
- Ability to establish and maintain professional working relationships with external and internal customers including the APSU administration, faculty, staff and students.
- Ability to write technical and educational specifications and manuals.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and public.
- Ability to effectively operate a personal computer.
- Ability to maintain confidentiality of records and information.
- Ability to handle multiple tasks simultaneously.

Required Minimum Qualifications

- Bachelor's degree in environmental health, occupational health and safety, public health, industrial hygiene or related field.
- Three to five years professional work experience in occupational health and safety, laboratory safety, environmental health or closely related field.
- Valid driver's license.
- Professional certifications for EPA/OHSA and all necessary license required by the State of Tennessee.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Fire inspector certification and fire alarm certification or ability to obtain certification within 6 months.
- Prior experience in a university environment.

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