

POSITION ANNOUNCEMENT

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| JOB TITLE: | HEALTH AND SAFETY TECHNICIAN III |
| TYPE OF VACANCY: | STAFF |
| REPORTS TO: | DIRECTOR, HEALTH & SAFETY |
| DEPARTMENT: | OFFICE OF HEALTH & SAFETY |
| <p>SUMMARY: The Health & Safety Technician will assist the Director and the Office of Health and Safety in the inspections, assessments, evaluations, maintenance, installations, and enforcement of the University's health and safety programs and regulations.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The position of Health & Safety Technician, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Maintain the uttermost confidentiality when handling the records of employees, internal and external business documents inclusive of all other business related matters and information; ➤ Conduct routine inspections, assessments, evaluations, maintenance, installations, and prepare detailed corresponding reports; ➤ Identify risk and hazards that may potentially affect the health and safety welfare at work for all employees, students and visitors occupying the various campus-wide environments; ➤ Assess hazards once identified, be it: physical, chemical, ergonomic, radiation, sanitary, fire safety, crisis, threats, etc. and recommend immediate control measures to prevent, eradicate, or resolve issues relating to all risks and hazards, and consistently monitor and review; ➤ Perform routine inspections, evaluation, installation, and service fire safety/other equipment; ➤ Conduct analysis of workplace environments, Personal Protective Equipment and other equipment ensuring adherence to regulations are in accordance with the University's Health and Safety Policies, Programs, Practices and Procedures (Standard Operational Procedures); ➤ Ensure that all workers are using suitable Personal Protective Equipment (PPE's). Where there is a breach, immediately reports to respective supervisor and the Director of Health and Safety during routine inspections; ➤ Conduct health and safety inspections of the students' housing and residential facilities at the end of each semester and prepare a detailed corresponding report; ➤ Assist the Director with developing the University of the Bahamas' Health and Safety Policies, Programs, Practices, and Procedures; ➤ Assist the Director with Planning, Developing, Scheduling, and Conducting Health and Safety educational and training programs; ➤ Investigate campus-wide accidents, incidents, and complaints, and provide a detailed report identifying any breach or breaches. All such reports should include corresponding documents such as: photos, witness statements, etc. This task includes all University facilities; ➤ Conduct air quality and mold testing throughout the university facilities. | |

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent work ethic: exceptional customer service skills, reports to work on time, works with minimal supervision, pays attention to detail, etc.;
- Excellent professional interpersonal, team building, cooperative, and communications skills, possess sound written and oral skills with the ability to follow instructions;
- Excellent computer skills: Microsoft Word, Excel & PowerPoint, etc.; tech-savvy with the ability to operate WhatsApp and other social media apps;
- Strong ability to plan, prioritize, organize, execute tasks or assignments in a timely manner; professionally meets demanding customer service requests;
- Must have the ability to interpret and navigate maps;
- Must have the ability to effectively interact with University Police/Security, Buildings and Grounds (Physical Plant) Team, external mold and other health and safety companies or organizations;
- Must be physically fit. While performing the duties of this job, the employee would be required to use hands to handle, operate, or feel objects, tools, or controls;
- Maintain current knowledge of The Bahamas' Health and Safety legislation, regulations, and standards;
- Must be knowledgeable and able to operate in accordance with the Health and Safety at Work Act of The Bahamas.

OTHER EMPLOYMENT CONDITIONS

- Must possess a valid driver's license;
- Must be able to work flexi time if required;
- Must have the ability to develop Emergency Response Programs & Fire Safety and Evacuation Drills;
- In the event of a crisis, must work in harmony with University Police/Security and the relevant emergency services to address emergency situations;
- Must work with external mold, fire and other safety companies to address relevant matters;
- Must collaborate with the Administrative Assistant to order fire safety and other relevant safety supplies;
- May be required to travel to attend seminars and conference to remain up-to-date on safety and environmental laws, regulations, and best practices;
- Must function as a standing member of the Health & Safety Committee and attends all such meetings accordingly.

QUALIFICATIONS

- Associate of Applied Science in Occupational Health and Safety, Environmental Health, Environmental Safety or Engineering or equivalent, AND at least five (5) years relevant work experience OR approved Craft Certificate, AND at least six (6) years relevant work experience. Previous environmental experience is preferred but not required;
- Basic knowledge of safety and environmental regulations, consensus standards, inspection procedures, incident prevention, incident investigation techniques, and safety and environmental education;



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- Training in Emergency Disaster Preparedness, Fire Safety and Prevention, Emergency Medical Services (EMS), Cardiopulmonary Resuscitation (CPR) and First Aid;
- Possess & remain current with Cardiopulmonary Resuscitation (CPR) and First Aid Certifications;
- Possess an accredited Mold Inspection Certificate, preferably Mold Inspection Consulting and Remediation Organization;
- Maintain current knowledge of The Bahamas' Health and Safety legislation, regulations, and standards.

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| SALARY SCALE: | \$25,090 x \$600 - \$37,090 |
| SALARY GRADE: | TS-4 |
| DATE PUBLISHED: | November 25, 2019 |
| APPLICATION END DATE: | December 6, 2019 |
| DATE TO BE REMOVED: | December 7, 2019 |

Requested Information: Interested applicants should submit the following documents electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (link: www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf);
- Current Curriculum Vitae or Résumé;
- Copies of qualifications and certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

Email Address: hrapply@ub.edu.bs
Subject: Health & Safety Technician III
Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Health & Safety Technician III.