

**TEXAS STATE TECHNICAL COLLEGE  
JOB DESCRIPTION**

**Title:** Chief of Safety  
**Reports To:** Vice President Administrative Services  
**Position Code:** CSAF  
**Department:** Assigned  
**EEO Type:** TP

**Effective Date:** 08-17-88  
**Revision Date:** 01-30-04  
**Pay Grade:** E  
**FLSA:** Exempt  
**ORP Elig:** N

**A. General Description:**

Performs complex technical work, including inspections, investigations and/or reviews of the public or private sector in order to determine the adequacy of the accident prevention service provided. Work involves examining files, reports, and accident prevention program, for compliance with statutory laws, administrative rules, and recognized standards. Work is performed under general supervision with latitude for independent judgement. Work is subject to periodic review for application of sound professional judgement.

**B. Duties and Responsibilities:**

**a. Essential Functions**

Establishes procedures for and insures compliance of Federal and State hazardous waste regulations.

Reviews and recommends specifications for new lab construction and minor modifications to TSTC properties.

Establishes procedures for all areas of safety.

Supervises assigned personnel, recommends personnel actions.

Provides recommendations to improve accident prevention program.

Coordinates Fire and Life Safety inspections in college buildings.

**b. Other Responsibilities**

Performs other duties as assigned.

**C. Working Conditions:**

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant

effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

**D. Required Qualifications:**

Knowledge of OSHA rules and regulations, Life Safety Code, State and local fire codes, barrier-free environments, and hazardous waste management.

**E. Minimum Requirements of Education and Experience:**

Associate degree in occupational safety and health from an accredited college or university.

Three years successful industrial and governmental work.

Experience in the safety and health area.

Approved \_\_\_\_\_  
Supervisor