

Safety Program Specialist (7146U) - College of  
Engineering  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254673>

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Posted Mar. 21, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Safety Program Specialist (7146U) - College of Engineering
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 21, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Nuclear Engineering - Other
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**Job Description**

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**Safety Program Specialist (7146U) - College of Engineering**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 240 regular faculty members, 2,100 graduate students and 3,600 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. A multi-unit Dean's Office provides administrative, student services, development, and capital projects services. COE occupies ten buildings on the Berkeley campus and has extensive facilities at the Richmond Field Station.

The CoE Safety Program Specialist develops, implements, and monitors College of Engineering environmental and safety programs, systems, procedures, and training, ensuring compliance with federal, state, and local regulations, and a safe workplace for faculty and graduate students performing research in specialized areas, including handling of chemicals, biological samples, and radioactive materials, and use of high-power lasers and other instruments. Acts as the Department Safety Officer (DSO) and is responsible for formulating standard operating procedures, providing technical support, and ensuring adherence to established policies and regulations defined by the Environmental Health and Safety group on campus. Analyzes issue and recommends solutions, demonstrating good judgment in selecting methods and techniques, and providing regulatory interpretation and technical advice, with decision-making based on established procedures, relevant laws, regulations, and organizational policy.

### Application Review Date

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The First Review Date for this job is: April 2, 2025 - Open Until Filled

## Responsibilities

**40%** Develops, implements, and monitors College of Engineering environmental and safety programs, systems, procedures, and training, ensuring compliance with federal, state, and local regulations, and a safe workplace for faculty and graduate students performing research in specialized areas, including handling of chemicals, biological samples, and radioactive materials, and use of high-power lasers and other instruments. Oversees EH&S support in the College of Engineering, formulating standard operating procedures, providing technical support, and ensuring adherence to established policies and regulations defined by the Environmental Health and Safety group on campus. Analyzes issue and recommends solutions, demonstrating good judgment in selecting methods and techniques, and providing regulatory interpretation and technical advice, with decision-making based on established procedures, relevant laws, regulations, and organizational policy.

**30%** Monitors compliance and working with Campus EH&S, may serve as campus liaison with regulatory agencies. Monitors, maintains and updates Chemical inventory for all Nuclear Engineering Labs (1107, 1110A, 1110B, 1110C, 1140, and 4168). Accesses EH&S online database through their website, updates and prints new door color placards for each of the labs. Assist other COE department safety coordinators by auditing and updating their chemical inventory programs. Responsible for maintaining the NE Injury and Illness Prevention Program and the NE Dept. Safety Manual. Reviews all COE IIPP's annually to confirm compliance. Attend the NE and other COE Department quarterly Safety meetings. Ensure that all meetings have a sign-in sheet and printed agenda. Assist other Department Safety Coordinators with developing agendas and resolving issues that have been brought forward during their meetings.

**10%** Responsible for scheduling Annual inspections of all three cranes in the 1140 Nucleonic laboratory, works directly with EH&S Crane Manager to coordinate quarterly inspections and quadrennial load testing. Maintains department records of all inspection & training. Designs new and/or recommends improvements to existing processes and procedures. Inspects, investigates incidents and complaints, and recommends corrective action as needed. Drafts reports and other documentation, including use of relevant scientific data. Controls all Metal keys and Card key access to NE Labs 1110A, 1110B, 1110C, 1140, 1108, and 1102. Confirms access can be granted with either the PI or the senior graduate student responsible for the lab. Serves as the Property Manager for all NE lab equipment and inventoried items with a listed value above \$5,000. Program annual audit of inventory items and update to the campus's BETS system (the online property management system). This position is also responsible for applying BETS property tags on all new NE equipment.

**10%**

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Provides an annual report of research associated with the nuclear fuel cycle due to the U.S. Department of Commerce. This report is known as the Additional Protocol Report and requires direct communication with all PIs in the Department. This report should initially be filled out by the DSC and submitted to campus EH&S for formal agency submittal. Each semester this position hosts the radioactive materials training for the NE102, NE104, or any other class that requires the use of radioactive materials. This training covers the basics of safety when handling sources and using radiation producing machines. It also involves handling all of the release paperwork for students in the class.

**5%** Serves as the NE Lab Contact for several RUAs (Radioactive Use Authorizations), responsibilities include quarterly audits of the radioactive materials and machines with EH&S. Responsible for orchestrating hazardous waste collection/pickup. Ensure that researchers that are generating hazardous waste have that waste collected twice-yearly, at minimum.

**5%** Conducts sampling and/or monitoring related to field(s) of expertise. Responsible for General oversight of 1140 Etcheverry Hall, the DSO should be aware of which research projects are working in specific areas, hazards associated with those areas, and training for incoming students/workers. Responsible for being the point-of-contact for NE 1140 Lab Stakeholder meetings, these meetings are held biannually between all PI's doing research in the 1140 lab space. Issues of proposed future use of space, upcoming projects, hazards that affect others in the lab-space or any other pertinent items are discussed. May oversee work of other technical staff. Within specific field maintains knowledge/expertise on existing/proposed changes in all regulations; interprets and applies relevant laws, regulations, codes and standards, including making recommendations for work environment changes based on interpretations and principles of professional practices. Creates and adjusts methodologies to meet changing regulatory and scientific environment.

### Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough knowledge / understanding of specific EH&S field(s) including related laws and regulations; and general knowledge / understanding of all EH&S fields.
- Thorough knowledge and skill in applying and interpreting applicable local, state, and federal regulations and related standards and guidelines.
- Thorough written, verbal, and interpersonal communication skills, including political acumen and skill to communicate effectively in a diverse environment.
- Strong analytical and organizational skills to organize, prioritize and manage the successful completion of projects within time and budget constraints.
- Strong skill to appropriately use technology and relevant scientific equipment as required.

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- Advanced EH&S skillset to effectively manage College and department wide safety and chemical inventories across a number of complex department and highly specialized lab facilities.
- Advanced knowledge of the campus, including its infrastructure, rules, regulations, policies and short and long range strategic building plans.
- Advanced analytical, organizational and problem recognition/avoidance/resolution skills.
- Advanced written, verbal, and interpersonal communication skills, including highly effective negotiation skills and highly developed political acumen.
- Working knowledge of policies and procedures relative to chemical and hazardous materials management, equipment safety and proper operating procedures
- Working skills in supervising hazardous materials and remediation vendors and sub-contractors.
- Working skills with emergency preparedness planning and implementation.
- Excellent organizational skills including skill in consistently and effectively meeting project budget, constraints, and time deadlines.
- Excellent skills to lead, direct, mentor, train, develop, and manage students, faculty and research personnel.
- Excellent written, verbal and interpersonal communications skills, including skill to work effectively with multiple constituencies to advance organizational objectives.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$80,400 to \$112,900 yearly (\$6,700.00 to \$9,408.34 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

### How to Apply



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To apply, please submit your resume and cover letter.

### Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified

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applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A

University of California, Berkeley

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