

**Association of Universities for Research in Astronomy, Inc.  
NSF's National Optical-Infrared Astronomy Research Laboratory  
POSITION DESCRIPTION**

POSITION TITLE:	<b>EHS Coordinator (NOIRLab Arizona)</b>
JOB CODE:	
PAYGRADE:	A11
POSITION REPORTS TO:	NOIRLab EHS Manager
EXEMPT/NON-EXEMPT STATUS:	Exempt
EEO JOB CLASSIFICATION:	5 – Administrative Support Workers

**General Description of Position:**

The Environmental, Health and Safety (EHS) Coordinator is responsible for supporting all safety, security, health, and environmental programs for the NOIRLab Arizona locations. This role collaborates with the Global EHS Team, as well as managers, engineers, technical staff, administrative staff, and contractors, to ensure compliance with company policies and regulations. Responsibilities include maintaining a safe and healthy working environment through regular inspections, training sessions, incident response, and on-site safety support. Reporting directly to the EHS Manager, the Coordinator plays a key role in fostering a proactive safety culture across all programs and operations in Arizona.

**Essential Functions:**

- Performs routine and as-needed inspections, audits, and investigations of the NOIRLab Arizona facilities to ensure compliance with NOIRLab site procedures and accepted EHS standards and best practices. Reviews procedures and assesses risks before critical tasks, taking corrective action when necessary to maintain a safe working environment. Examples include, but are not limited to: reviewing fall protection equipment and programs, Job Hazard Analysis (JHA), electrical safety (lockout/tagout, arc-flash etc.), rigging and lifting practices, scaffold assembly and use, PPE and its proper use and maintenance, equipment operator certifications, confined space evaluation, welding safety, fire prevention measures etc.
- Maintains appropriate documentation and required records; prepares reports and other necessary documents, and meets with safety leadership regularly to discuss progress and address any issues.
- Documents incidents, conducts investigations to determine root causes, and participates in post-incident reviews and follow-up activities; prepares and disseminates post-incident paperwork and reports in coordination with other company safety personnel.
- Coordinates, schedules and provides OSHA, NFPA and other recommended safety training sessions for employees, volunteers and contractors, develops and delivers training as needed, ensures training records are maintained and up to date, and assists in the development of new training courses to address emerging safety and security needs.
- Assists in updating policies, procedures, forms, and other technical documents related to EHS programs, ensuring they align with applicable current regulations, codes, standards, best practices, and NOIRLab organizational needs.

- Ensures necessary reporting requirements are met regarding NOIRLab safety, health, workers compensation, security, and environmental compliance.
- All AURA employees are responsible for the proper management and control of all AURA property within their work area, whether assigned to them or someone else. This responsibility includes reporting any known missing, stolen, or non-working property in their work area to their supervisor or the AURA Property Officer.
- Responsible for ensuring compliance with government award terms and conditions assigned to this position or subordinates of this position as defined in the Vela Award Management system, <https://cas.aura-astronomy.org/Awards>.

**Other Functions:**

- Depending on the assigned duty location, the employee may be required to maintain a state and/or national certification as an Emergency Medical Technician (EMT) and perform associated emergency and medical response duties.
- Other duties as assigned.

**Required Education/Experience/Skills/Abilities:**

- Bachelor's degree in Occupational Safety, Environmental Protection, Emergency Management or similar relevant field and 2 year's experience, OR an equivalent combination of education and experience.
- Working knowledge of health and safety principles, safety system implementation and auditing, management practices, and engineering principles, especially structural or mechanical.
- Knowledge of OSHA, State, Local or Tribal regulations, codes and standards pertaining to safety, health and environmental hazardous and waste.
- Excellent written and verbal communication skills including outstanding presentation and training skills. Proven communication and team constructing abilities/skills.
- Ability to work independently and as part of a team, managing multiple tasks and projects.
- Ability to meet the physical aspects of performing inspections, audits, surveys, equipment evaluations, etc. including walking, climbing, lifting, carrying, etc. at altitudes of 7000+ feet.
- Proficiency in Word, Excel, PowerPoint, Access or similar software, multimedia and standard office equipment
- Must possess a current, clean, and valid driver's license as required by local laws.
- Ability to safely drive mountain, dirt and gravel roads.

**Preferred Education/Experience/Skills/Abilities:**

- Active industry certification such as ASP, CHST etc.
- Experience in construction safety and contractor management
- Knowledge of observatory facilities infrastructure
- Fall Protection and Critical Lift Competent Person training
- RCRA training and experience
- NFPA 70-E Electrical Safety training
- Bilingual in English & Spanish

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear.
- The employee is occasionally required to stand; walk; reach with hands and arms and stoop; kneel; crouch; or crawl.
- The employee must regularly lift and /or move up to 20 pounds and occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.
- Must possess - sufficient mobility, strength, or dexterity in both arms and hands and both legs to a) reach upward, sideways, downward to work with paper files; b) sufficient mobility and dexterity to utilize computer systems, fax machines, copiers, and other office machines.
- Must possess – 1) ability to read and understand instructions, drawings, safety guides, and other written materials necessary to perform job; 2) sufficient visual capacity to perform the applicable functions without assistance of visual aids other than eye contacts or eye glasses; 3) sufficient spoken aural capacity to hear and understand instructions, warning bells, fire alarms, or shouted instructions without assistance of auditory aids other than a hearing aid; and 4) ability to impart information orally so that others understand and can respond appropriately
- Ability to work at 6,800 feet altitude, climb stairs, ladders, scaffolding and catwalks to get to areas inaccessible by any other means. May work at heights up to 150 feet from the ground and must utilize personal fall protection equipment. Ability to access enclosures dictated by the structural design of the telescopes, for routine and non-routine inspection of operational and construction safety.

Last Updated: November 2024