Department: Environmental Health & Safety  
Supervisor: Craig Dawson

Job Title: EH&S Assistant  
Hours to be Worked: as available up to 20 hours per week.

Pay Level: Level II  
Hourly Pay Rate: 15.00

Job Summary (purpose of nature of work):  
The purpose of this position is to support the multifaceted Environmental Health & Safety Department (EH&S). EH&S supports the campus through environmental protection, hazard identification and control, and all aspects of safety. This position has extensive possibilities based on the candidate's interests and abilities. The work will be a combination of office and fieldwork, including onboard the TSGB.

Job Duties:

• Complete data entering of chemical inventories and upload information into a database.

• Review available safety data sheet (SDS) information and work with others to develop procedures and organizational structures to properly catalog and upload all available data. This may involve scanning, working with vendors to obtain electronic documents, and some physical verification of materials on campus.

• Inspecting and testing safety equipment such as emergency eyewashes, fire extinguishers and similar equipment.

• Other tasks as assigned.
### Required (or Preferred) Skills, Knowledge, and Abilities:

- Advanced knowledge of Excel, Powerpoint, Visio, and Adobe Acrobat preferred but not mandatory.
- Excellent problem solver with keen investigative skills
- Very well organized and able to track multiple projects
- Developing documentation describing the organizational system used.
- An ability to work collaboratively with others while being a motivated self-starter requiring limited direction.
- Current and valid Driver’s license.

### Background Check:
Satisfactory completion of a background check (DMV records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

**Title IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO Statement:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.

Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.