

ISSUED: 11/98

TITLE: Hazardous Materials Specialist

SALARY

SCHEDULE: B

6/93 & 3/88
CLASS

CODE: PE304

UNION: P&A, Local 1979, U.A.W.

SALARY

GRADE: 12

EEO

CODE: 30

FLSA: Exempt

E-

CLASS: PE

POSITION PURPOSE

Coordinate and expedite hazardous materials disposal and safety programs in compliance with health safety and administrative standards to ensure a safe environment for the University community. Design and develop operating procedures to meet established federal and state guidelines and regulations. Work activities require a grasp of involved practices and precedents, along with knowledge of scientific theory and principles. This position provides information and advice to the University community and influences the actions of others.

ESSENTIAL JOB FUNCTIONS

- Coordinate and participate in the collection, transportation, recycling and disposal of hazardous waste to ensure compliance with government regulations, laws and University health and safety standards. Utilize knowledge of hazardous waste and government regulations relating to its disposal. Oversee collection and transportation of hazardous materials e.g. solid, liquid, chemical and biological wastes from University hospitals, industry and neighborhood clean-ups.
- Develop and implement emergency response procedures for disposal of hazardous materials and handling chemical and biological spills or contamination. Repackage, neutralize, or otherwise render hazardous waste appropriate for disposal. Organize emergency response team as needed.
- Perform laboratory analysis on chemical wasted in accordance with State and federal regulatory agencies to identify and verify hazard classes or regulated substances. Prepare various activity and statistical reports.
- Conduct surveys of University laboratories using chemical and biological materials to ensure compliance with safety regulations and accuracy of safety equipment and instruments. Design and develop standard operation procedures for laboratory personnel. Develop and deliver training on a wide range of laboratory health and safety programs.
- Develop new programs for and contractual relationships with campus organizations and provide advice and consultation to all industrial or environmental organizations. Monitor hazardous waste budget expenditures.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Hire, train, supervise, evaluate and recommend termination of subordinate technical and temporary staff. Coordinate and participate in training of new University employees and students on safety and proper procedures for handling and disposing of chemicals and other hazardous waste to ensure safety and compliance with State and federal regulations.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level requires a grasp of both involved practices/precedents and scientific theory to coordinate the disposal of hazardous materials and presentation of safety programs in compliance with health, safety and administrative standards. Work activities demand the application of diversified procedures and specialized standards in situations requiring the search for solutions and new applications of these procedures and standards. This position is responsible for staying current with federal regulations and standards relating to the storage, handling and disposal of hazardous materials and adapting work activities accordingly. This position operates under strict federal and state guidelines and must ensure that the University community at-large is aware of and in compliance with these regulations. This requires the ability to understand and influence the actions of others. Supervision is exercised over subordinate technical and temporary staff with consultative services and training provided throughout the University and surrounding community. This classification is located in the Department of Environmental Health and Safety and reports to and receives work direction from a management level position, i.e. Director, EDP/Research Director, etc.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in chemistry or environmental health sciences or an equivalent combination of education and/or experience.
- Reasonable knowledge of and experience in the safe handling of chemical, biological and radioactive and materials.
- Considerable knowledge of federal, State and institutional health safety regulations relative to the use and disposal of hazardous materials.
- Reasonable experience in the disposal of hazardous waste.
- Ability to perform standard chemical analysis and tests.
- Possession and maintenance of a valid vehicle operator's license.
- Previous scheduling and supervisory experience preferred.
- Typically, incumbents have held lower level technical positions such as Health Physics Assistant or Technician.