



TITLE	CLASSIFICATION	SALARY GRADE
HAZARDOUS MATERIALS SPECIALIST	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2012/13 CLASSIFICATION STUDY		Board Approved:

**JOB DESCRIPTION:**

Under general supervision and in keeping with District-wide sustainability initiatives, organize and coordinate the District's hazardous materials and hazardous waste management programs, as well as occupational health and safety programs related to hazardous materials, to ensure compliance with all Federal, State and local regulatory requirements; and perform related work as required.

**SCOPE:**

The Hazardous Materials Specialist implements hazardous materials and waste compliance programs for all District facilities; performs surveys to determine program effectiveness; and responds to health and safety emergencies.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develops, revises and implements hazardous materials management programs such as Medical Waste Plans, Spills Response Plans, Hazardous Waste Minimization Plans, Hazardous Waste Contingency Plans, Storm Water Plans, etc.
2. Develops, revises and implements occupational health and safety programs related to hazardous materials such as Hazard Communications, Respiratory Protection, Asbestos, Lead, Chemical Hygiene, etc.
3. Works with District Radiation Safety Officer to assure implementation of radiation safety plan and regulatory compliance.
4. Acts as District liaison with hazardous waste disposal companies, arranging for waste pick-up dates, supervising waste pick-ups, etc.
5. Collects, segregates and transports hazardous waste and biowaste from generation points to the centralized hazardous waste handling areas at each District site.
6. Regularly inspects campus facilities where hazardous waste is stored and evaluates compliance; tracks accumulation start dates of satellite storage containers.
7. Compiles and maintains list of hazardous waste needing disposal and organizes the waste for transport and disposal.
8. Communicates the applicable requirements of legal mandates to faculty, managers and classified employees.
9. Prepares and presents effective employee training on safe management of hazardous materials and wastes, occupational safety with regard to hazardous materials, emergency and non-emergency hazardous material spill responses; documents training dates.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Analyze and interpret codes, regulations, policies, and procedures; comprehend, interpret and apply Federal, State and local regulations pertaining to hazardous materials and waste and occupational safety associated with hazardous materials; write and implement compliance plans and programs; communicate effectively in English; organize and communicate sensitive and complex technical information effectively; prepare and present effective training sessions on complex materials to various employee groups; evaluate level of compliance and effectiveness of procedures; identify potential hazards in the proposed storage or handling of hazardous materials or wastes; develop creative and practical solutions to complex and difficult problems; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Laws, regulations, and ordinances governing environmental protection, hazardous materials and wastes, and occupational safety associated with hazardous materials; computer software including Microsoft Office and service request systems; acquisition, use, storage, and disposal of hazardous materials and waste, and emergency response procedures; needs, issues, and complexities affecting regulatory compliance on college properties; general chemical properties and associated hazards, safe handling procedures, and personal protective equipment.

Preferred additional knowledge: Chemical laboratory work experience beyond that obtained through undergraduate chemistry laboratory coursework.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

A Bachelor's degree in hazardous materials/hazardous waste management, environmental science, one of the physical sciences, or a related field. Professional certification (e.g. Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), CSP, etc.) is preferred.

#### *Experience:*

Extensive experience in coordinating and implementing hazardous materials and waste compliance programs. Education and/or experience in compliance and training in the occupational health and safety programs associated with hazardous materials; and work in a college, university, and/or laboratory setting preferred.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. If professionally certified (e.g. CHMM, CIH, CSP, etc.), certification must be maintained.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting items (up to 50 lbs. unassisted); maneuvering 55 gal. drums using hand truck or drum dolly; maneuvering 15 gal. drums by hand; bending; standing; climbing or walking. Must medically qualify to wear a respirator. Position requires frequent work with and potential for exposure to hazardous materials and waste.