

TITLE: Hazardous Materials Specialist

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, implements hazardous materials and waste compliance programs for all District sites. Performs surveys to determine program effectiveness and responds to health and safety emergencies. Oversees the District's hazardous materials and hazardous waste management programs.

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, and Storm Water Plans, Hazard Communications, Respiratory Protection, Asbestos, Lead, and Chemical Hygiene.
2. Evaluates compliance and effectiveness of procedures.
3. Collects, segregates, and transports hazardous waste and bio-waste from generation points to the centralized hazardous waste handling areas at each District site.
4. Inspects District facilities where hazardous waste is stored and identifies related hazards. Tracks accumulation start dates of satellite storage containers.
5. Maintains records of hazardous waste for disposal. Organizes waste for transport and disposal. Serves as a liaison with hazardous waste disposal companies; oversees waste pick-ups.
6. Evaluates compliance and effectiveness of procedures and communicates applicable requirements of legal mandates.
7. Prepares and presents employee training on safe management of hazardous materials and wastes, occupational safety with regard to hazardous materials, and emergency and non-emergency hazardous material spill responses.

KNOWLEDGE OF:

1. Acquisition, use, storage, and disposal of hazardous materials and waste and emergency response procedures.
2. Needs, issues, and complexities affecting regulatory compliance on college properties.
3. General chemical properties and associated hazards, safe handling procedures, and personal protective equipment.
4. Relevant local, state, and federal rules, regulations governing environmental protection, hazardous materials and wastes, and occupational safety associated with hazardous materials.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Analyze, interpret, and implement codes, regulations, policies, and procedures.
2. Present training sessions to employee groups.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

- Bachelor's degree in hazardous materials management or a closely related field of study required.
- Professional related certification (e.g. Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), CSP, OSHA 1910.120 Certificate) required.

EXPERIENCE:

3+ years of related experience in coordinating and implementing hazardous materials and waste compliance programs.

OTHER REQUIREMENTS:

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

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).