



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
HAZARDOUS MATERIALS SPECIALIST	CLASSIFIED	GRADE: P MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY/2005 CRC Review		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, organize and coordinate the District's Hazardous Materials and Hazardous Waste Programs 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.*

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, etc.
2. Works with District Radiation Safety Officer to assure implementation of radiation safety plan and regulatory compliance.
3. Acts as District liaison with hazardous waste disposal companies, arranging for waste pick-up dates, supervising waste pick-up, etc.
4. Collects, segregates and transports hazardous waste and biowaste from generation points to the hazardous waste handling cage.
5. Regularly inspects campus facilities where hazardous waste is stored and evaluates compliance; tracks accumulation start dates of satellite storage containers.
6. Compiles and maintains list of hazardous waste needing disposal and organizes the waste for transport and disposal.
7. Communicates the applicable requirements of legal mandates to faculty, managers and classified employees.
8. Prepares and presents effective employee training on safe management of hazardous materials and emergency responses; documents training dates.

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## EMPLOYMENT STANDARDS

### **ABILITY TO:**

Analyze, interpret codes, regulations, policies, and procedures; comprehend, interpret and apply Federal, State and local regulations pertaining to hazardous materials and waste; write and implement environmental 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; acquisition, use, storage, and disposal of hazardous materials and waste, and emergency response procedures; needs, issues, and complexities affecting regulatory compliance on college campus; 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:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

A bachelor's degree in Environmental Health & Science, Industrial Hygiene, or related field.

#### *Experience:*

Three years experience in coordinating and implementing hazardous materials and waste compliance programs. 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.

### **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 exposure to hazardous materials and waste.