

HAZARDOUS MATERIALS PROGRAM COORDINATOR

DEFINITION

Under direction, organizes, coordinates and performs professional level work in the development and implementation of a comprehensive campus environmental health and safety program as related to hazardous materials handling, storage and disposal; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position class is responsible for ensuring that the College is in compliance with applicable federal, state and local laws and regulations relating to the use, storage and disposal of hazardous materials and for the health and safety of faculty, staff and students who use such materials. Successful performance of the work requires both program organizational skills and written and oral communication skills to ensure acceptance of program guidelines and procedures at all levels.

EXAMPLES OF DUTIES (Illustrative Only)

- Recommends and implements policies, guidelines and procedures to achieve compliance with federal, state and local laws and regulations as well as maintain a high level of health and safety on campus
- Monitors applicable laws and regulations in the areas of employee right-to-know, hazardous materials use, storage and disposal and water and wastewater control
- Provides for the inventory of hazardous materials on campus and prepares guidelines regarding their use, storage and disposal
- Ensures that employees and community members are made aware of potentially hazardous substances and situations
- Administers the asbestos control program, including training staff in the proper handling and disposal of asbestos
- Identifies potential problems, researches solutions, evaluates alternatives, confers with administration, faculty and staff regarding such alternatives, and prepares technical reports and recommendations
- Writes grant and other funding proposals and explores program funding opportunities as appropriate
- Recommends the use of consultants in specialized areas, evaluates consultant proposals and oversees consultant contracts
- Represents the college in meetings with regulatory agencies and other organizations
- Directs the handling of hazardous materials incidents, performs follow-up investigations and prepares incident reports
- Maintains accurate records and files and prepares periodic and special reports of work performed
- Enters and retrieves information using a personal or on-line computer
- Attends seminars and courses to maintain current knowledge in the field
- May direct the work of support staff on a project or day-to-day basis
- Performs related duties as required or assigned

## QUALIFICATIONS

### Knowledge of:

- Federal, state and local laws and regulations related to hazardous materials control and occupational environmental protection
- Principles of occupational safety, including the handling and disposal of asbestos
- Basic principles and terminology of chemistry and toxicology
- Program development and administration principles and practices
- Analytical and research methods, including technical report writing
- Basic budgetary principles and practices
- Standard office practices and procedures, including filing and the operation of office equipment

### Skill In:

- Interpreting, applying and explaining complex rules, regulations and laws
- Planning, organizing, budgeting and assuming programmatic responsibility in the assigned area
- Preparing technical reports, correspondence and other written materials
- Providing instruction to others in individual or group settings
- Representing the College effectively in meetings with regulatory agencies and other organizations
- Exercising initiative and sound judgment within policy guidelines
- Directing the work of others on a project or day-to-day basis
- Maintaining accurate records and files
- Establishing and maintaining effective working relationships with those contacted in the course of the work

### Other Requirements:

- Must possess a valid California driver's license
- Must be willing to work with potential exposure to hazardous materials

### Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from a four-year college or university with major coursework in environmental science, chemistry or a related science field and two years of experience in either hazardous materials identification, control and disposal, or occupational health and safety. Additional experience as outlined above may be substituted for the education on a year-for-year basis to a maximum of two years.

Established: July 1, 1991