

The University of Texas at San Antonio

Job Description

Job Title: Chemical Inventory and Safety Coordinator
Code: 14422
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Office of Research and Integrity/Vice President Research, Economic Development, and Knowledge Enterprise
Reports To: Laboratory Compliance Manager

Summary

- **Function:** To provide coordination for institutional Chemical Inventory and Laboratory Safety Programs and to ensure all chemicals are tracked from purchase to disposal. To provide knowledge and expertise in chemical, biological and other areas of laboratory safety and assist the institution with compliance in these areas.

- **Scope:** Responsible for coordinating the Chemical Inventory Program and for providing technical assistance to departments and personnel using and/or storing chemicals and for operational oversight in safety policies and procedures for the safe use and control of hazardous materials at all UTSA campuses and owned or operated facilities.

Duties

- **Typical:**
 1. Serves as the Chemical Hygiene Officer (CHO) by monitoring and analyzing regulatory developments and determining appropriate operational adjustments in procedures and licensing amendments/authorizations. (25%)
 2. Maintains an up-to-date inventory of all chemicals (and potentially biologicals) at UTSA campuses and owned or operated facilities. (40%)
 3. Provides tactical guidance to faculty and laboratory staff on site-specific training in regards to chemical hazards to ensure effective training for research personnel. (10%)
 4. Provides guidance to faculty and laboratory staff on developing, completing, and maintaining Chemical Safety Committee protocols. (5%)
 5. Manages UTSA's Chemical Facility Anti-Terrorism Standard (CFATS) inventory and reporting requirements and provides guidance on any required security measures mandated by the regulatory body. (5%)

6. Partners with Environmental Health Safety and Risk Management staff to ensure procedures for regulated wastes are followed such as proper labeling, containment, and removal from inventory. (1%)
7. Provides guidance on the storage and testing of time sensitive chemicals as well as other high hazard chemicals. (1%)
8. Consults with faculty, staff and students regarding laboratory safety and potential hazards. (5%)
9. Assists campus faculty and staff in compliance with institutional policies and programs for chemical, biological, physical, radiation, laser fire, life, and/or environmental protection safety as they pertain to laboratories or similar work spaces to include the identification of potential safety and health hazards. (1%)
10. Interacts with vendors, testing laboratories and contractors as required to order supplies, certify and maintain safety equipment or assist UTSA personnel. (1%)
11. Serves on the Chemical Safety Committee to provide chemical safety expertise in protocol reviews and guides laboratory personnel in the implementation of protocols. (1%)
12. May serve on other university committees. (1%)
13. Assists with incident response and investigations related to fire, health and safety accidents and/or incidents to include hazardous substance releases, fires, fall injuries and other related accidents, injuries, or exposures associated with laboratories or other similar work areas. (1%)
14. Assists federal, state and local officials charged with ensuring compliance with applicable regulations. (1%)
15. Serves as a university hazardous shipping designee. (1%)
16. Reviews and approves purchases of hazardous materials and controlled substances as needed. (1%)
17. Performs other duties as assigned.

• Periodic:

1. Attends conferences, workshops and meetings to maintain current knowledge of safety techniques, regulatory requirements and professional certifications.
2. Provides support to the select agent program.
3. May develop new programs or modify/extend existing programs in response to changing situations at the direction of the supervisor.
4. Provides general safety training to UTSA personnel or students.

Education

Required	Preferred
Bachelor of Science degree in a related field such as Chemistry, Biochemistry or Chemical Engineering from an accredited institution.	Master of Science degree in a related field such as Chemistry, Biochemistry or Chemical Engineering from an accredited institution.

Other Requirements

Required	Preferred
Knowledge of regulations and standards associated with the Texas Department of State Health Services.	Current OSHA 40 Hour HAZWOPER Training. Knowledge of regulations and standards associated with the DHS, DEA, EPA, TCEQ, DOT, OSHA and NIOSH.
Ability to qualify by medical evaluation to wear appropriate respiratory protection.	Professional certification, such as: CHMM.
Ability to lift 40 pounds with or without reasonable accommodation.	
Valid Class C Texas Driver's license.	
Criminal Background Check (CBC). FBI Background Check.	

Experience

Required	Preferred
Four years of experience in chemical inventory, chemical safety or chemical management.	N/A

Equipment

Required	Preferred
Personal computer, Microsoft Office Suite, and standard office equipment.	N/A
Personal protective equipment to include air purifying respirator, protective gloves, laboratory coat or other protective clothing, eye protection, protective shielding and self-contained breathing apparatus (SCBA).	
Various material handling equipment, detection meters, analyzers and counters.	

Working Conditions

Usual	Special
Normal office and academic, laboratory, research facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas.	Occasional evening and weekend hours.
Exposure to research and experimentation hazards involving mechanical, electrical, chemical, bio-hazards, fire and radiation.	Will participate as a member of the UTSA incident response and HAZMAT/spill clean-

	up team if qualified and upon completion of specialized training.
Physical ability to sit, walk, kneel, bend, crawl and climb.	May include prolonged work in outdoor conditions.

Supervision

Received	Given
General supervision from designated supervisor with a broad latitude for individual initiative.	Directly supervise staff on a daily basis and for specific projects.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
