

The University of Texas at San Antonio

Job Description

Job Title: Hazardous Materials Management Specialist I
Code: 14460
Salary Grade: 61
FLSA Status: Non-Exempt
Department/Division: Office of Research Integrity/Vice President Research, Economic Development & Knowledge Enterprise
Reports To: Hazard Material Management Manager

Summary

Function:

To provide knowledge and expertise in the chemical and biological waste programs within the UTSA programs and assist the institution with compliance in chemical, biological, radiological waste or environmental protection programs.

Scope:

Responsible for operational coordination and implementation of sectional / divisional hazardous waste policies and procedures for the safe use and control of hazardous materials, environmental concerns, and waste control at all UTSA campuses, and owned or operated facilities.

Duties

Typical:

1. Assists campus faculty and staff in compliance with, institutional policies and programs for chemical, biological, and/or environmental protection safety to include the identification of potential safety and health hazards. Makes recommendations to management. Conducts evaluations of potentially hazardous areas and conditions and advises employees, students, and faculty on safe practices for potential hazards.
2. May in the course of normal duties, collect for processing, bulk packages and/or prepare for shipment hazardous chemical, biological or radioactive materials to include waste materials. Assists with ensuring all universal waste and recyclable materials are properly collected, stored and transported as required.
3. Assists with chemical inventory in laboratory setting. Work independently, collecting and logging in chemical information and working under potential hazardous environment wearing appropriate personal protective equipment.
4. Interacts with equipment and hazardous materials vendors, testing laboratories and contractors, environmental abatement and remediation contractors, and/or disposal companies as required. Order supplies, certify and maintain safety equipment or assist UTSA personnel.
5. Assists, as directed by supervisor, federal, state and local officials charged with ensuring compliance with applicable regulations, guidelines, and environmental issues (i.e. – EAA, EPA, OSHA, TDSHS, and TCEQ).

6. Assists with investigations related to health and safety accidents, and/or including incidents to include hazardous substance releases/exposures.
7. Performs additional duties as assigned.

Periodic:

1. Attends conferences, meetings, and workshops to keep up-to-date on new safety techniques and changes to applicable codes and regulations and maintain certification(s).
2. Provides general safety and health training to University personnel.

Education

Required	Preferred
Associate's degree in Basic or Applied Science, Engineering, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other related field.	Bachelor's degree in Basic or Applied Science, Engineering, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science or other related field.
At the department's discretion, experience can substitute for degree on a year for year basis.	

Other Requirements

Required	Preferred
Valid Class C Texas Driver's License or ability to obtain one within 30 days of hire.	40 Hour HAZWOPER training.
Possess excellent communication skills, both verbal and written, and ability to interact with a professional constituency.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in chemical safety, biological safety, industrial hygiene, occupational safety, radiation safety and/or environmental safety.	Additional years of experience of chemical, biological, physical, radioactive material or environmental protection safety functions in order to assess hazards.
At the department's discretion, education can substitute for experience on a year for year basis.	Experience responding to hazardous spills, releases and emergency situations.
Medically qualified as a respirator user upon hiring.	Experience working in an academic institution of higher education highly desired for this position.

Equipment

Required	Preferred

Personal protective clothing and respirator (full face, half face), protective clothing, gloves, eyewear and footwear.	Excellent skills using MS Word and Excel Programs
Motorized carts and vehicles.	Experience using pH meter, chemical detection instruments
Personal computer, portable electronic devices, and standard office equipment.	
Various material handling equipment, to include hand trucks, dollies, and pallet jacks.	
Balances, scales, and various detection meters.	

Working Conditions

Usual	Special
Academic, laboratory, research, clinical facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas.	Duties involve management of storage facilities including lifting 35 pound boxes 5 feet high, tilting 55 gallon drum (450 pounds), and using hand carts to move them.
Work involves various degrees of hazard and may include prolonged work in outdoor conditions.	Ability and willingness to wear protective clothing.
Physical ability to wear full personal protective equipment.	May require working after hours and weekends to respond to emergency situations.
Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.	May respond to emergency situations involving chemical or biological spills.

Supervision

Received	Given
Direct supervision from assigned supervisor.	May provide direct or indirect supervision of assigned staff on a daily basis or for the duration of specific projects.

Accuracy

Accuracy in all phases of work performed.

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.