

# The University of Texas at San Antonio

## ***Job Description***

---

Job Title: Hazardous Materials Management Specialist III  
Code: 14462  
Salary Grade: 63  
FLSA Status: Exempt  
Department/Division: Office of Research Integrity/Vice President Research, Economic Development & Knowledge Enterprise  
Reports To: Hazard Material Management Coordinator

---

## ***Summary***

### Function:

To provide advanced knowledge and expertise in the chemical and biological waste programs within the UTSA programs. Specialized certifications and advanced education and experience provide for mentorship of junior personnel in completing daily duties and solving complex problems relative to institutional compliance in chemical safety and biological safety, 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. Coordinates and assists campus faculty and staff to comply 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; develops policies and procedures; and advises employees, students and faculty on using safe practices.
2. Responds to emergency hazardous material spills and releases as qualified by training and medical evaluation.
3. 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.
4. Conducts evaluations of potentially hazardous areas and conditions as directed by supervisor to ensure compliance with regulatory requirements.
5. Interacts with equipment and hazardous material vendors, testing laboratories and contractors, and/or disposal companies as required. Orders supplies, certifies and maintains safety equipment, or assists UTSA personnel. Works with manager or coordinator to develop material and equipment specifications.
6. As directed by supervisor, assists federal, state, and local officials charged with

ensuring compliance with applicable regulations, guidelines, and environmental issues (i.e. – CDC, DHS, EAA, EPA, OSHA, TXDSHS, and TCEQ, during onsite inspections or regulatory inquiries.

7. Coordinates and assists with investigations related to health and safety accidents and/or incidents to include hazardous substance releases, environmental concerns and other related accidents, injuries, or exposures.
8. Initiates preventative measures to proactively address potential health, safety, and environmental hazards.
9. 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 periodic status reports on divisional functions as required by division manager / supervisor.
3. Provides general safety and health training to University personnel.

***Education***

<b>Required</b>	<b>Preferred</b>
Associate’s degree in Basic or Applied Science, Chemistry, Biology, Physics, Environmental Science or other related field.  At the department’s discretion, additional experience can be substituted for education on a year to year basis.	Bachelor’s degree in Basic or Applied Science, Chemistry, Biology, Physics, Environmental Science or other related field.

***Other Requirements***

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

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in chemical safety, biological safety, industrial hygiene, occupational safety, radiation safety, and/or environmental safety.	Knowledge of chemical, biological, physical, radioactive material, or environmental protection safety functions in order to assess hazards.
At the department’s discretion, additional	Experience responding to hazardous spills,

education can substitute for experience on a year for year basis.	releases, and emergency situations.
Two years of experience as a qualified respirator user in an employer approved respiratory protection program.	Experience working in an academic institution of higher education is highly desired for this position.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal protective clothing and respirator including full face, half face respirator, protective suit, gloves, eyewear and footwear.	Experience using pH meter, chemical detection instruments.
Motorized carts and vehicles.	Chemical detection meters.
Personal computer, portable electronic devices, and standard office equipment.	
Various material handling equipment, to include hand trucks, dollies, and pallet jacks.	
Balance scales or weight scales	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
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 respond to emergency situations involving chemical or biological spills.
Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.	

***Supervision***

<b>Received</b>	<b>Given</b>
General direction 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.