

The University of Texas at San Antonio

Job Description

Job Title: Hazardous Materials Management Coordinator
Code: 14463
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Office of Research Integrity/Vice President Research, Economic Development & Knowledge Enterprise
Reports To: Asst. Director of Laboratory Safety

Summary

Function:

Responsible for the overall coordination of the collection, processing, and storage prior to disposal of hazardous chemical waste, biological-medical waste. Coordinates the collection, storage and offsite transport for hazardous material and universal waste (light bulbs, batteries, etc.) for further processing by qualified vendors.

Scope:

Coordinates and oversees the collection, storage and processing of hazardous waste, universal waste (light bulbs, batteries, etc.) at all UTSA owned and operated facilities.

Duties

Typical:

1. Ensures all hazardous waste facilities and management units are properly maintained, inspected, and registered in accordance with requirements of the Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA). Maintain documentation on waste generation and records of the weight/volume collected, transported and disposed of for Main Campus, Downtown Campus and Hemisfair Park Campus (Institute of Texan Cultures) and other UTSA locations as applicable.
2. Performs periodic visits to UTSA waste generators for the purpose of inspecting satellite accumulation areas for compliance with applicable rules.
3. Responsible to coordinate weekly inspection of all waste management units / storage facilities to ensure no chemical leaks have occurred, that all containers are properly classified according to waste characteristics, chemical waste is stored properly in compatible containers, and the proper marking and labeling of all chemicals in storage and prior to being offered for transport per TCEQ / Department of Transportation (DOT) rules. Submits annual waste summary report to TCEQ / EPA through the STEERS program.
4. Monitors the generation, collection, storage and transport for disposal of biological (medical) waste and coordinates waste pickups with the generators and contractor. Ensures

waste is properly managed while in storage and while being offered for transport by the contractor in accordance with the Texas Department of State Health Services, TCEQ, and DOT rules.

5. Responsible for hiring student workers to support the hazardous waste management program.
6. Coordinates periodic and one-time hazardous chemical waste analysis and testing by a certified laboratory to comply with regulatory requirements.
7. Maintains adequate level of emergency response equipment and material to respond in accordance with our emergency management guidelines for hazardous materials spills. Coordinates and provides waste generator training to campus personnel to include chemical, biological, and universal waste.
8. Interacts directly with institutional staff, regulatory agencies, contractors, consultants and any other parties necessary to assure successful compliance with applicable regulation or policies.
9. Provides departmental backup support to the Hazardous Material Management Manager.
10. Performs other duties as assigned.

Periodic:

1. Interfaces with vendors/manufacturers as needed.
2. Assists co-workers in the day-to-day operation of the department.
3. Presents technical support briefings and trains support personnel.
4. Attends conferences, meetings and workshops to keep current in new safety techniques, changes to applicable codes and regulations and maintains applicable professional certification.

Education

Required	Preferred
Bachelor's degree from an accredited institution in Basic or Applied Science, Engineering, Environmental Science, Industrial Hygiene, Occupational Safety, Biology, Chemistry, Hazardous Material Management, or other related field from an accredited institution.	Master's degree from an accredited institution in Basic or Applied Science, Engineering, Environmental Science, Industrial Hygiene, Occupational Safety, Biology, Chemistry, Hazardous Material Management, or other related field from an accredited institution.
An Associate's degree in a discipline listed above with 2 years of directly related experience may be substituted for a Bachelor's degree. At the department's discretion, experience can substitute for education on a year for year basis.	Professional Certification, such as: ASP/CSP, CHMM, REM.

Other Requirements

Required	Preferred
Valid Class C Texas driver's license or ability to obtain one within 30 days of hire.	40 Hour HAZWOPER
Knowledge of regulations, rules and standards associated with the Texas Department of State	

Health Services, Texas Commission on Environmental Quality, Edwards Aquifer Authority, Department of Transportation, and the Environmental Protection Agency relative to hazardous chemical waste, medical waste, and universal waste.	
Knowledge of TCEQ, EPA and EAA relative to hazardous waste	
Able to qualify by medical evaluation to wear appropriate respiratory protection. Able to lift 40 pounds without mechanical assistance.	
Demonstrated excellent organizational, written, and verbal communication skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years combined experience in environmental safety, biological safety, chemical safety, and/or industrial hygiene, of which two years <u>must</u> be in hazardous chemical waste	Six years of experience in environmental safety, biological safety, chemical safety, and/or industrial hygiene. Experience responding to hazardous material spills and other emergency situations.
Two years of experience in the use of personal computers with Microsoft Office and database management software.	Two years of experience in biological (medical) waste, and universal waste and two years of supervisory experience.

Equipment

Required	Preferred
pH paper/meter, chemical testing equipment	Experience using forklifts.
Personal protective clothing and respirator including full face, half face respirator, protective gloves, eye wear and footwear.	
Standard office equipment including a personal computer, portable electronic devices, copiers and printers.	
Operate motorized carts and vehicles.	
Material handling equipment to include: hand trucks; dollies; and carts.	

Working Conditions

Usual	Special
Normal: air conditioned office/classroom, lab, mechanical and waste facility space. Job	Duties involve management of storage facilities including lifting 35 pound boxes 5

requires frequent work in or adjacent to radiological, biological, chemical and other hazardous material work areas that include: laboratories; research facilities; hazardous waste facilities and field conditions.	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 environment.	Ability and willingness to wear protective clothing
Note: 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
General supervision from assigned supervisor.	May provide direct or indirect supervision of assigned staff and student workers.

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.
