

The University of Texas at San Antonio

Job Description

Job Title: Environmental Waste and Recycling Safety Coordinator

Code: 16641

Salary Grade: 61

FLSA Status: Exempt

Department/Division: Environmental Health, Safety, and Risk Management

Reports To: Environmental and Construction Safety Manager

Summary

- Function: Responsible for overall coordination of the collection, storage and offsite transport of recycled materials, universal waste, and non-hazardous solid municipal waste.
- Scope: Responsible for the coordination and specific oversight of all waste facilities at all UTSA Campuses and owned or leased facilities,

Duties

- Typical:
 1. Coordinates collection, storage and offsite transport of recycled materials and universal waste for further processing by qualified vendors.
 2. Coordinates collection, processing and storage, prior to disposal, of non-hazardous solid municipal waste in receptacles (cans, dumpsters and compactor units).
 3. Ensures all assigned 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).
 4. Maintains 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.
 5. 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 Department of Transportation (DOT) rules.
 6. Ensures the placement and inspection of emergency response equipment and personnel readiness training for both the Spill Control and

	<p>Countermeasure Plan (SPCCP) and the Spill Prevention Response Plan (SPRP).</p> <ol style="list-style-type: none"> 7. Responsible for maintaining adequate levels of emergency response equipment and material to respond in accordance with the SPCCP under TCEQ and the SPRP under the Edwards Aquifer Authority. 8. Coordinates / provides waste generator training to campus personnel to include chemical, biological, and universal waste as assigned. Coordinate / provide training to faculty, staff and students on the recycling program and other waste management activities. Coordinate SPCCP and SPRP responder training. 9. Interacts directly with institutional staff, regulatory agencies, contractors, consultants and any other parties necessary to assure successful compliance with applicable regulations or policies. 10. Provides departmental backup support to other divisional coordinators and the Environmental and Construction Safety Manager as assigned. 11. Performs other duties as assigned. <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. May perform periodic visits to UTSA waste generators for the purpose of inspecting satellite accumulation areas for compliance with applicable rules. 2. May be responsible for coordination of periodic and one-time environmental monitoring for potable and non-potable water and soil testing as directed. 3. Depending on assignment, may be responsible for coordination of 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 / DOT rules. Submits annual waste summary report to TCEQ / EPA through the STEERS program. 4. Depending on assignment, may monitor the generation, collection, storage and transport for disposal of biological (medical) waste and coordinate waste pickups with the generators and contractor.
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Education

Required	Preferred
Bachelor's degree in Basic or Applied Science, Administration, Engineering, Environmental Science, Industrial Hygiene, Occupational Safety, Biology, Chemistry, Hazardous Material Management, or other related field from and accredited institution.	Master's degree in Basic or Applied Science, Administration, Engineering, Environmental Science, Industrial Hygiene, Occupational Safety, Biology, Chemistry, Hazardous Material Management, or other related field from and accredited institution.
At the department's discretion, an Associate's degree in a discipline listed above with 2	

years of directly related experience may be substituted for a Bachelor's degree.	
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Other Requirements

Required	Preferred
Valid Class C Texas driver's license or ability to obtain one within 30 days of hire.	Knowledge of regulations, rules and standards associated with the Texas Department of State Health Services, TCEQ, Edwards Aquifer Authority, DOT and the EPA relative to hazardous chemical waste, medical waste, and non-hazardous municipal solid waste.
Knowledge of TCEQ, EPA and San Antonio Water System (SAWS) rules and regulations relative to water quality.	Experience responding to hazardous material spills and other emergency situations.
Able to qualify by medical evaluation to wear appropriate respiratory protection. Able to lift 40 lbs without mechanical assistance.	Personal protective equipment to include: air purifying respirator (negative pressure and / or powered); protective gloves; and appropriate shielding. Self-contained breathing apparatus (SCBA) and protective suits may be required during spill response.
Demonstrated excellent organizational, written, and verbal communication skills.	Experience with use of Gas detection meters and air flow monitoring equipment, pH and chlorine meter, soil sample augers, biological / particulate sample collection equipment and water culture media.
This is a security sensitive position that requires a criminal background check (CBC).	

Experience

Required	Preferred
Four years combined experience in environmental safety, biological safety, chemical safety, construction safety, and/or industrial hygiene, of which two years must be in a supervisory capacity.	Six years of experience in environmental safety, biological safety, chemical safety, construction safety, and/or industrial hygiene.
	Four or more years of supervisory experience.
	Two years of experience in chemical waste, biological (medical) waste, universal waste and / or solid waste / recycling management.
Experience in solid waste operations to include trash and recycling.	Experience with Microsoft Word and Excel.

Equipment

Required	Possible
Standard office equipment including a personal computer, portable electronic devices, copiers and printers.	Experience using powered industrial trucks / forklifts.

Working Conditions

Usual	Special
Normal: air conditioned office/classroom, lab, or mechanical space. Job 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.	May require working after hours and weekends to respond to emergency situations.
Work involves various degrees of hazard and may include prolonged work in outdoor conditions on rooftops and construction sites.	Ability and willingness to wear protective clothing and 30 pound SCBA
In performing the functions of this position, the incumbent must be able to sit stand, walk, kneel, bend, crawl and climb.	May participate as a voluntary member of the UTSA HAZMAT team if qualified by medical evaluation and successful completion of specialized training.
Note: Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.	

Supervision

Received	Given
General supervision from the Environmental & Construction Safety Manager.	May provide direct or indirect supervision of assigned Safety Specialists / Technicians and other assigned staff. Responsible for hiring student workers and work study personnel to support the recycling and trash collection program.

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.
