Title: Hazardous Materials Coordinator

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, coordinate the infectious materials program and assists with the hazardous chemical materials program for the University according to applicable federal, state and local laws and regulations.

Characteristic Duties

- Coordinate the regulatory labeling, packaging, transportation, storage and removal of hazardous/infectious materials from the University for of-site treatment.

- Coordinate the collection, packaging, labeling and transportation of recyclable materials (i.e., fluorescent light bulbs, computer monitors, used oil, batteries, etc.).

- Maintain all required manifests and documentation required by the Ohio EPA and the Department of Transportation (DOT).

- Develop and maintain hazardous materials management databases to track manifest, labor and disposal costs.

- Evaluate hazards and areas; accompany inspector on site evaluation; prepare reports summarizing and evaluating results and recommend corrective actions, as needed.

- Assist with term contract review for hazardous/infectious materials proposals.

- Reconcile hazardous materials (infectious, chemical and recycling) invoices.

- Maintain current knowledge of environmental regulations and their impact on the current and future facility.

- Provide training to staff in hazardous materials management and serve as consultant and advises the university community on federal, state and local regulatory compliance.

- Provide emergency response on a rotating 24-hour on-call basis.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.
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Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Environmental Engineering, Chemistry, or Physical Sciences or related field. Experience must be in hazardous materials management. Experience may also require at least one (1) year supervision.

Last updated: March 2001