Title: Hazardous Materials Manager

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, manage the University's hazardous materials management programs to ensure the proper disposal/recycling treatment procedures and compliance with applicable federal and state regulations.

Characteristic Duties

- Manage the University hazardous materials management programs to ensure the proper disposal/recycling treatment procedures and compliance with applicable federal and state regulations.

- Develop proposal and specification requests for services to support the hazardous materials management programs.

- Serve as liaison for inspection purposes and program compliance to Environmental Regulatory Agencies that has oversight of the Ohio EPA, Ohio Department of Health, Cincinnati Department of Health, Clermont County Health Department, Hamilton County Health District, Ohio EPA, and the Department of Transportation (DOC), etc.

- Develop electronic-based delivery of service and manage labeling/disposal website.

- Advise the director and University community of regulation changes and recommend appropriate action and program changes as needed.

- Develop and oversee University hazardous disposal budgets under the direction of the director.

- Review and approve all expenditures related to hazardous, infectious, and recycling operations.

- Contact, maintain services, and develop cost recovery charges for internal/external users of University hazardous materials management services.

- Write annual reports concerning hazardous materials generators, treatability studies, and minimization.

- 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.
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- 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.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) 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 three (3) years supervision.

Last updated: March 2001

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