



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Hazardous Materials Compliance Specialist	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	43	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Vice President of Administrative Services or Designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform services associated with the Hazardous Materials, Hazardous Waste Management and Confined Space programs. This position will be responsible for collecting, handling and processing chemical, medical, universal and low level radioactive waste generated by district facilities with special emphasis on compliance and cost reduction initiatives. The position will provide excellent, proactive and timely customer service and serve as the primary contact for district support of departmental and institutional hazardous waste management activities and goals.

The position will be expected to perform all duties correctly, cost-efficiently, and in accordance with district, federal, state and local regulations and exercise discretion and independent judgment.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

- Provides support functions related to the handling and storage of hazardous materials, hazardous waste, universal waste and medical waste in compliance with all applicable federal, state and local statutes/mandates.
- Develops, revises and implements a variety of policies, procedures, and program guidelines to ensure compliance with and enforcement of federal, state and local hazardous materials, hazardous, universal, and medical waste regulations and hazard communication requirements.
- Coordinates with divisions, departments and extended sites to compile and maintain the District Hazardous Materials Inventory pursuant to hazard communication standards.
- Maintains and updates the Shasta College Hazardous Materials Business Plan (HMBP) and the Inventory Sheets as required throughout year using the California Environmental Reporting System (CERS). Ensures annual updates are accurate, complete and submitted within time requirements.
- Plans, coordinates, and provides training on safe management of hazardous materials and hazardous waste as well as hazardous materials related to occupational safety requirements to appropriate faculty, staff and/or other personnel.

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- Inspects district facilities that handle hazardous materials and hazardous waste and evaluates compliance. Works with managers, faculty and staff to ensure that any compliance issues are resolved.
- Performs waste determinations and classifications directly or through commercial laboratory analysis. Interprets results and determines appropriate regulatory compliant disposal methods.
- Provides assistance to district employees in matters of accumulating, packaging, storing and, labeling hazardous materials, hazardous, universal, and medical waste. Identifies opportunities and makes recommendations regarding hazardous materials waste minimization. Maintains lists of hazardous wastes requiring disposal and ensures that storage limits are not exceeded. Collects, prepares for disposal and consolidates hazardous waste from campus generation-sites to the campus disposal pick-up area.
- Reviews, assesses and selects hazardous waste transport and disposal vendors. Plans, coordinates, and makes proper notification with hazardous waste transport and disposal vendors and regulatory agencies for the legal disposal of hazardous waste. Supervises hazardous waste pick-ups.
- Certifies that hazardous waste consignments are accurately identified, classified, packaged and labeled according to federal and state standards. Assures the accuracy of supplemental manifest documents such as Hazardous Waste Profiles and Land Disposal Restriction notifications and certifications.
- Accompanies regulatory agency inspectors during district inspections. Serves as a point of contact for agencies, organizes readiness for inspections, receives, analyzes and disseminates inspection reports. Ensures that any findings are corrected and that the corrections are documented, all within regulatory time limitations and in a manner that will prevent future occurrences.
- Acts as a liaison for Shasta College with local, county, and state agencies.
- Responds to hazardous materials and hazardous waste incidents. Evaluates and determines appropriate mitigation responses and reporting requirements.
- Develops computer tracking methods utilizing various software programs to track information necessary for reporting requirements.
- Maintains and expands the Shasta College Fire Extinguisher Database to enable generating reports to facilitate cost-control in the vendor bidding process.
- Creates checklists for and conducts monthly Campus Fire Extinguishers Inspections. Conducts monthly building safety inspections (Bldgs. 2800, 5000) and serves as an emergency evacuation coordinator.
- Maintains and improves the Shasta College Hazardous Materials Compliance Program's webpage.
- Modifies HMBP maps for use by Physical Plant, Campus Safety, and other departments. Produces mapping and graphics for grant applications and proposals as directed. Participates in the Shasta College mapping committee.
- Prepares and maintains a variety of accurate narrative and statistical reports, records, files and memos related to assigned activities and personnel.
- Assists in the development of the annual department budget; provides budgetary and financial summary and analysis reports to the HMCP Supervisor.
- Performs other related duties similar to the above in scope and function as required.

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EMPLOYMENT STANDARDS*Knowledge of:*

- Laws, regulations and ordinances governing environmental protection, hazardous materials and waste, and occupational safety associated with same.
- Computer software including spreadsheets and databases.
- Acquisition, use, storage, and disposal of hazardous materials and wastes.
- Emergency response procedures.
- Needs, issues, and complexities affecting regulatory compliance on college properties.
- General chemical properties and associated hazards.
- Safe handling procedures and the use of personal protective equipment.

Ability to:

- Read, interpret, apply, and explain regulations and procedures.
- Prepare and maintain accurate and up-to-date records, files, inventory, and other documentation.
- Write and implement compliance plans and programs.
- Develop creative and practical solutions to complex and difficult problems.
- Understand and carry out both oral and written directions.
- Communicate effectively and tactfully in both oral and written forms.
- Work with a significant degree of independence and judgment.
- Organize work and set priorities.

QUALIFICATIONS*Education Required:*

- Associate's degree or equivalent

Education Preferred:

- Bachelor's degree with significant course work in chemistry, environment science.

Experience Required:

- Two years of experience in an environmental compliance field, preferably in an educational setting

Other Required or Preferred Qualifications:

- Current and valid California driver's license.

APPROVALS

Date Created/Revised:	05-13-2016
Cabinet Reviewed:	05-17-2016/05-24-2016
Board Approved:	10-12-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)