

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: HAZARDOUS MATERIALS SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 3769

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 47-4041

FLSA: Exempt

Pay Grade: 22

Date: 8-1-98 (revised 3-6-01; 7-1-02; 3-13-03; 7-1-04; 7-1-06)

JOB PURPOSE:

Organize and coordinate operational duties and assigned personnel daily for the Hazardous Waste Facility including pickup, transportation, storage, and inventory management of hazardous waste and radioactive waste materials; operate and maintain radioactive detection and sampling equipment. Conduct training for faculty, staff, and administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise/perform the collection, transportation, storage and disposal of hazardous or regulated materials.
- Supervise record keeping required to maintain compliance with federal, state, and local regulations.
- Operate and maintain analytical electronic equipment and maintain records.
- Coordinate assigned operational activities for the Regulated Materials Management Center (RMMC); oversee cleaning and routine maintenance of equipment and work area.
- Recommend procedural changes and assist in development and maintenance of operational guidelines for standard operating procedures at the Regulated Materials Management Center (RMMC).
- Assist in emergency situations pertaining to hazardous materials.
- Participate in the correction of hazardous material exposure or contamination of facilities and/or personnel.
- Participate in monitoring or close-out of facilities, storage sites, and field experiments involving hazardous or regulated materials.
- Prepare hazardous materials packages for domestic and international shipping.
- Develop and conduct training dealing with hazardous materials shipping and regulated waste generation.

SUPPLEMENTAL FUNCTIONS:

- Assist Safety Specialist(s), when necessary.
- Assist with implementation of operating plans for assigned area.

COMPETENCIES:

- Delegating Responsibility
- Stress Tolerance
- Safety Awareness
- Developing Organizational Talent
- Integrity
- Attention to Detail

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Chemistry or a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Must have a valid driver's license and be eligible to acquire the "Hazardous Materials" endorsement.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal, state and local laws and regulations regarding hazardous materials.
- Chemical, hazardous waste, industrial hygiene, and/or environmental health standards.
- Analytical electronic equipment and record-keeping.
- Cleaning and maintenance processes and procedures for equipment and work area.
- Processes, operational guidelines, procedures and policies of the Hazardous Waste Facility (RMMC).
- Emergency procedures and policies regarding hazardous materials.
- Corrective measures available with regard to hazardous materials exposure or contamination of facilities and/or personnel.
- Training program development, implementation and assessment.
- Transport and disposal procedures for safe handling of hazardous chemicals and/or radioactive materials.
- Federal, state and local safety regulations, protocols and/or procedures.
- Transport and disposal procedures for safe handling of toxic gases, infectious materials, asbestos, PCBs, and other hazardous substances.
- Custodial safety, respiratory protection, hearing protection, and personal protective equipment and the ability to teach these subjects to a wide range of audiences.

Skills and Abilities to:

- Routinely move 100-pound objects safely with appropriate equipment and techniques.
- Read and interpret data from associated instrumentation.
- Work effectively with diverse populations.
- React calmly and effectively in emergency situations.
- Maintain accurate and concise records.
- Communicate technical information to non-technical personnel.
- Perform safety inspections and ensure compliance with OSHA safety standards.
- Operate, test and/or repair monitoring, sampling and/or analytical equipment and instruments.
- Develop safety procedures and protocols.
- Develop, implement, and enforce safety programs and protocols.
- Develop and conduct employee information/orientation sessions.
- Foster a cooperative work environment.
- Work on a respirator.
- Be available 24 hours a day, 7 days a week on-call for two weeks on a rotating schedule.

WORKING CONDITIONS:

Regular exposure to mechanical, radioactive, or chemical hazards; dirt, dust, fumes and odors; may be exposed to fire and explosives; frequent travel throughout campus to perform assigned functions of Hazardous Waste Facility.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.