

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: SUPERVISOR, HAZARDOUS MATERIALS

Reports To: Designated Supervisor

UW Job Code: 3959

UW Job Family: 72 – Service/Maintenance/Support

SOC Code: 53-1042

FLSA: Exempt

Pay Grade: 23

Date: 4-1-95 (revised 7-1-02; 11-25-03; 7-1-04; 5-1-07)

JOB PURPOSE:

Manage the operations of the Regulated Materials Management Center (RMMC) and hazardous materials and waste programs; ensure compliance with applicable laws, rules and regulations of federal, state and local authorities related to hazardous materials and waste management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and coordinate the Regulated Materials Management Center (RMMC) program operations including pickup, inspection, storage, packaging, shipping, and disposal of hazardous materials.
- Supervise and assist with hazardous material collection, characterization and record keeping.
- Establish and manage the hazardous materials and waste program budget, approve purchases, and develop activity reports, as requested.
- Manage chemical purchases, as needed; manage hazardous materials and waste inventory; and manage the chemical surplus program.
- Develop and manage training programs related to hazardous materials and wastes.
- Develop, interpret and implement policies, regulations, procedures and programs for the Regulated Materials Management Center (RMMC); review legislation and evaluate impact of Federal and State policies and procedures on University hazardous waste programs; identify operational problems or inefficiencies and recommend corrective action.
- Consult, advise, and assist others in matters concerning hazardous materials and wastes.
- Determine and prioritize departmental work assignments.
- Manage program planning, goal setting, and performance evaluation processes.

SUPPLEMENTAL FUNCTIONS:

- Maintain supplies and equipment used in management of the hazardous materials and waste program.

- Respond to emergency situations pertaining to hazardous materials and wastes.

COMPETENCIES:

- Work Standards
- Safety Awareness
- Decisiveness
- Attention to Detail
- Adaptability
- Developing Organizational Talent

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid commercial driver's license with hazardous waste endorsement or ability to obtain the commercial driver's license with the hazardous waste endorsement within six months of hire.**
- **Current certification as a Certified Hazardous Materials Manager (CHMM) or the ability to obtain the certification within six months of hire.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable University, federal, state and local laws and regulations pertinent to the administration of health and safety programs regarding hazardous materials and wastes handling, delivery, storage and disposal.
- Hazardous materials and wastes storage facility operations including safe pickup, inspection, identification, storage, packaging and disposal.
- Chemistry and chemical reaction theory and concepts.
- Supervision methods, concepts, principles, and techniques.
- Purchasing methods, concepts, and techniques.
- Inventory methods, concepts, techniques and practices.
- Training concepts, methods and techniques.
- Personal computer software applications and operations.
- Communication theory, methods, concepts, techniques and practices.
- Records management principles, methods, concepts and techniques.
- Emergency response theory, methods, techniques, protocol and practices.
- Safety equipment operation, techniques and practices.

Skills and Abilities to:

- Safely use environmental calibration instrumentation, monitoring equipment, personal protective equipment (PPE), and hazardous materials truck and compactor.
- Inspect, identify, safely collect, package, deliver, store, ship and/or dispose hazardous materials and wastes.
- Communicate effectively with the public including translating technical information.
- Provide information on hazardous materials resources, as directed.
- Manage chemical purchases, as applicable.
- Perform and maintain inventory and records management.
- Train others on safety and compliance procedures related to hazardous materials and wastes.
- Maintain, update and revise hazardous materials and wastes management plan(s).
- Effectively supervise, train, and schedule work assignments.
- React and communicate calmly under emergency or stressful conditions.
- Respond to emergency situations.
- Maintain supplies and equipment.
- Work as a team member and foster a cooperative teamwork environment.

WORKING CONDITIONS:

Office, warehouse, and laboratory environment; frequent exposure to potentially hazardous chemicals while transporting or handling hazardous materials.

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.