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Developed by:.....SG
Reviewed by:.....
Approved by:.....
Date:.....7/98

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Hazardous Materials & Chemical Waste
DIVISION: Business and Finance (Safety & Risk Management)
REPORTS TO: Director, Safety and Risk Management
GRADE: 13
SUPERVISES: Chemical and waste management support staff

BASIC FUNCTION:

Responsible for the overall program involving chemicals and waste management, from receipt to disposal, on all campuses of the University, including appropriate employee training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish and maintain University policies in the areas of chemical management, disposal and related employee training.

Coordinate the University's program of radiation safety.

Coordinate emergency responses to hazardous material incidents.

Coordinate necessary audits of the chemical program and prepare required reports.

Assist in laboratory inspection recommendation compliance.

Provide instruction to staff on federal requirements for Right-To-Know, chemical handling, and other pertinent rules and regulations as required.

Assist individual departments in complying with chemical hygiene plans.

Serve as the University's liaison with State and Federal regulatory agencies.

Respond to and assist individual departments with problems in the assigned areas.

Coordinate the University's Radiation Safety Program with the Radiation Safety Officer and Radiation Safety Committee.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare reports and maintain records as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management software. Valid driver's license; hazardous materials training.

ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, oils; may need to wear respirator.

QUALIFICATIONS:

Master's degree in chemistry or associated degree with laboratory and research experience required. Safety and chemical handling experience and knowledge of applicable laws, rules and regulations required. Must have an understanding of a computer-based inventory system. Must be able to maintain a high degree of credibility, the ability to organize, coordinate, and supervise. Must be able to prepare and present detailed studies and reports, including recommendations. Must be able to prepare and deliver oral presentations before various size groups. Position requires travel throughout the University and could involve bending, reaching, ascending and descending stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, carrying, talking, and hearing. Must be available for 24-hour callback in cases of emergency.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.