Job Title: Hazardous Materials Specialist

BCAT Code: 09YX02  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Under direct supervision, implements and maintains the Asbestos and Lead Hazard Control Program. This is an entry level position within the Hazardous Material series. This level may also be used as a training level.

Examples of Duties
- Manages the environmental projects and contracts concerning asbestos and lead paint.
- Develops and implements training and compliance initiatives for the Asbestos and Lead Hazard Control Program.
- Conducts assessments; reports findings of hazardous materials assessments and investigations.
- Performs periodic reassessments of materials containing asbestos to monitor damage and deterioration.
- Maintains and updates a database that tracks materials containing asbestos in campus buildings.
- Obtains and records the campus refrigerant data.
- Assists in hazardous waste management activities.
- Fulfills the duties of the Alternate Emergency Coordinator position under the Georgia State University (GSU) Resource Conservation and Recovery Act (RCRA) contingency plan.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of hazardous materials storage, usage, and disposal.
- Knowledge of applicable federal and local laws, regulations, codes and guidelines related to the various Office of Research and Compliance (ORIC) Program areas, such as Hazardous Materials, Biosafety, Radiation Safety, etc.
- Knowledge of Asbestos and Lead Paint Operations and Management (O&M) and Abatement Procedures.
- Ability to communicate effectively verbally and in writing.
- Ability to access confined spaces in order to inspect storage areas.
- Ability to lift containers, not to exceed 50 lbs., and move 55 gallon drums using appropriate equipment.
- Ability to respond to incidents and emergencies involving hazardous materials, using proper personal protective equipment (PPE).

Minimum GSU Hiring Standards
Bachelor's degree in Chemistry, Biology, Physics or closely related field and one year of related experience. A valid Georgia driver's license is required. Federal Asbestos Hazard Emergency Response Act (AHERA) Inspector and Supervisor certifications preferred, or must be obtained within the first six months of employment. Completion of 40 hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training preferred, or must be completed within the first six months of employment.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section