Job Title: Manager, Hazardous Materials Program

BCAT Code: 09NX34  Effective Date: April 1, 2007
Pay Grade: G17    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Develops and coordinates environmental health and safety programs and hazardous materials management programs to ensure that the University remains in compliance with the applicable laws and regulations, and develops and maintains the Safety and Risk Management Information System (SARMIS).

Examples of Duties
- Develops and coordinates Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and Department of Transportation (DOT) training and compliance activities that meet the regulatory requirements and needs of the University community, such as Hazardous Materials and Waste Management, Asbestos Hazards Control and Abatement, Underground Storage Tank Management, Air Pollution Control.
- Administers all aspects of the Georgia State University (GSU) Hazardous Materials Management Program, such as release response, investigation and notification, departmental tracking, trend and cost analysis, regulatory compliance registration.
- Maintains safety data disseminated in the Safety and Risk Management Information System (SARMIS).
- Generates statistical and analytical reports for the department Director, which indicate trends, compliance levels, hazardous materials activities, and the cost analysis for all GSU departments, and develops plans for action.
- Manages environmental projects and contracts, such as the preparation and review of proposal specifications and bid requests, the supervision of contractors and consultants, and cost control.
- Fulfills the duties of the Emergency Coordination position under the GSU Hazardous Waste Generator Contingency Plan; responds immediately in a hazardous materials emergency.
- Meets with faculty, staff and students, as well as regulatory agencies.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Resource Conservation and Recovery Act (RCRA), Department of Transportation (DOT), Environmental Protection Agency (EPA), and Occupational Safety and Health Administration (OSHA) regulations.
- Knowledge of industrial hygiene principles and techniques.
- Knowledge of computer operations.
- Excellent communication skills.

Minimum GSU Hiring Standards
Bachelor’s degree in Chemistry, Biology, Physics, Engineering or a related field and three years of hazardous materials program management/coordination experience.

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.