Georgia State University

Job Specification

Job Title: Chemical Safety Specialist, Senior

BCAT Code: 09NU06  Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Implements and maintains hazardous waste and related environmental health and safety programs under general supervision. May serve as the lead on a team or project.

Examples of Duties
- Performs hazardous materials management duties.
- Ensures the proper labeling, storage, shipment, disposal and record keeping of regulated wastes.
- Performs routine inspections of satellite accumulation areas and waste buildings to ensure that proper safety procedures are being followed and compliance with regulatory requirements are followed.
- Develops and implements training and compliance programs.
- Fulfills the duties of the Alternate Emergency Coordinator position under the Georgia State University (GSU) Resource Conservation and Recovery Act (RCRA) Contingency Plan.
- Responds to regulatory and safety inquiries, incidents, emergencies and site clean-ups.
- Coordinates the hazardous waste disposal with contractors and orders supplies form vendors.
- Prepares monthly generator and activity reports.
- Assists laboratories in the chemical waste disposal and maintains a chemical inventory of free chemical for redistribution; implements the Environmental Protection Agency (EPA) RCRA mandated hazardous waste reduction.
- 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.
- Knowledge of Asbestos and Lead-Paint O&M and Abatement Procedures.
- Knowledge of the Clean Air Act (CAA), Underground Storage Tanks (UST), RCRA, Hazardous and Solid Waste Amendment of 1984 (HSWA), Toxic Substances Control Act (TSCA), the Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), Hazard Communication Standard (HAZCOM) regulations.
- Knowledge of word processing, spreadsheet, and database software.
- Ability to respond to incidents and emergencies involving hazardous materials using proper personal protective equipment (PPE).
- Ability to lift containers (not to exceed 50 lbs.) and move 55 gallon drums using appropriate equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to access confined spaces in order to inspect storage areas.

Minimum GSU Hiring Standards
Bachelor's degree in Chemistry, Biology, Physics or a related field and two years of related experience. A valid Georgia driver’s license required. Preferred qualifications: Professional certification (Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP). Master’s degree in Chemistry, Biology, Physics or a related field. 40 hour HAZWOPER and 8 hour DOT Hazmat training.

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.