Georgia State University

Job Specification

Job Title: Environmental Program Officer, Senior

BCAT Code: 09NU07  Effective Date: January 1, 2008
Pay Grade: G19  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Implements and manages the Environmental Management System (EMS) campus wide. This is the highest level officer position within the Environmental Program Officer series. Duties are performed under minimal supervision.

Examples of Duties
- Develops and maintains compliance and preparedness strategies; Conducts all related educational and training programs; maintains and regularly updates required permits.
- Interprets, analyzes environmental programs and educates the campus on existing and pending federal, state and local laws and policies.
- Responds immediately in the event of hazardous materials emergencies.
- Coordinates the release response, investigation and notification to regulatory authorities.
- Manages contracts and contractors for hazardous waste related projects.
- Evaluates University emergencies and incidents and institutes the appropriate notification to faculty, staff and administration.
- Develops and maintains the office budget; identifies long-term and short-term budgetary needs.
- Supervises all assigned office staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Proficiency with word processing, spreadsheets, and database software.
- Knowledge of the Clean Air Act (CAA), Underground Storage Tanks (UST), the Resource Conservation and Recovery Act (RCRA), Hazardous and Solid Waste Amendments of 1984 (HSWA), Toxic Substances Control Act (TSCA), Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), Hazard Communication (HAZCOM).
- Ability to respond to incidents and emergencies involving hazardous materials using proper personal protective equipment (PPE).
- Ability to manage a budget and direct the work of others.
- Ability to lift containers (up to 50 lbs.) and move 55 gallon drums using appropriate equipment.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master's degree in Chemistry, Biology, Physics or a closely related field and five years of related experience; or a combination of education and related experience. Proof of completion of 40 hours Hazardous Waste Operations and Emergency Response (HAZWOPER) and 8 hour DOT Hazmat training. Certification by the Institute of Hazardous Materials Managers, American Board of Industrial Hygiene and/or Board of Certified Safety Professionals preferred. Asbestos Hazard Emergency Response Act (AHERA) Inspector and Supervisor certification preferred. Experience working in an academic setting preferred.

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