



Job Specification

Job Title: Chemical Safety Specialist
BCAT Code: 618X AA
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Under direct supervision, is responsible for the implementation and maintenance of hazardous waste and related environmental health and safety programs. This is an entry-level position within the Chemical Safety Specialist series. This level may also be used as a training level.

Examples of Duties

- Performs hazardous materials management activities.
- Ensures proper labeling, storage, shipment, disposal and record keeping of regulated wastes.
- Performs routine satellite accumulation areas and waste building inspections to ensure proper safety procedures are being followed and compliance with regulatory requirements.
- Develops and implements training and compliance programs.
- Fulfills the duties of the Alternate Emergency Coordinator position under the GSU RCRA contingency plan.
- Responds to generators' regulatory and safety inquiries, incidents, emergencies and site clean-ups.
- Participates in emergency drills.
- Coordinates hazardous waste disposal with contractors and ordering supplies from vendors.
- Performs EPA RCRA-mandated hazardous waste reduction and maintaining a chemical inventory of free chemical for redistribution.
- Prepares monthly generator and activity reports.
- Assists laboratories with chemical segregation according to compatible groupings.
- 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 CAA, UST, RCRA, HSWA, TSCA, DOT, OSHA, HAZCOM regulations.
- 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 PPE.
- Proficiency with word processing, spreadsheet, and database software.

Minimum GSU Hiring Standards

Bachelor's degree in chemistry, biology, physics or related field and one (1) year of related experience. A valid Georgia driver's license required.

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.