



Job Specification

Job Title: Environmental Program Officer, Senior
BCAT Code: 453X AR
Pay Grade: G19

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

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

Knowledge, Skills and Abilities

- Knowledge of applicable federal and local laws, regulations, codes and guidelines.
- 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 manage a budget.
- Ability to respond to incidents and emergencies involving hazardous materials using proper PPE.
- Ability to direct the work of others.
- Proficiency with word processing, spreadsheet, and database software.

Minimum GSU Hiring Standards

Master's degree in chemistry, biology, physics or closely related field and five years of related experience. Certification by the Institute of Hazardous Materials Managers, American Board of Industrial Hygiene and/or Board of Certified Safety Professionals.

Proof of completion of 40-hour HAZWOPER and 8-hour DOT Hazmat trainings.

AHERA Inspector and Supervisor certifications required.

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.