



## **Job Specification**

**Job Title: Environmental Program Officer**  
**BCAT Code: 453X AT**  
**Pay Grade: G17**

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

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### **General Description**

Implements and manages the Environmental Management System (EMS) campus-wide. This is the entry-level officer position within the Environmental Program series. Duties are performed under general to minimal supervision.

### **Examples of Duties**

- Interprets, analyzes and educates campus on existing and pending federal, state and local policies.
- Oversees all environmental programs, permits and licenses by negotiating permits, contracts and compliance agreements for campus operations.
- Supervises office staff and oversees all office functions.
- Develops and maintains office budget.
- Reviews construction plans and documents for compliance, and make recommendations and assist Physical Plant and Facilities Planning with implementation of recommendations.
- Develops and maintains compliance and preparedness strategies.
- 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.
- Conducts all related educational and training programs.
- Provides oversight and technical consultation for industrial hygiene and environmental samples collection activities.
- Represents campus administrative and provide technical information to regulatory agencies.
- Evaluates university emergencies and incidents and institutes appropriate notification to faculty, staff and administration.
- Performa 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 three (3) 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.

*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.*

Experience working in an academic setting preferred.

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**Office of Human Resources**

**Classification Section**