



## **Job Specification**

**Job Title: Hazardous Materials Specialist**  
**BCAT Code: 618X AC**  
**Pay Grade: G12**

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

---

### **General Description**

Under direct supervision, implements and maintains the Asbestos and Lead Hazard Control Program. This is an entry-level position within the Hazardous Material series. This level may also be used as a training level.

### **Examples of Duties**

- Manages the environmental projects and contracts relating to asbestos and lead paint.
- Develops and implements training and compliance initiatives for Asbestos and Lead Hazard Control Program.
- Conducts and reports finding of hazardous materials assessments and investigations.
- Performs periodic reassessments of the asbestos materials to monitor for damage and deterioration.
- Maintains and updates a database for tracking asbestos containing materials throughout the campus buildings.
- Obtains and records campus refrigerant data.
- Assists with hazardous waste management activities.
- Fulfills the duties of the Alternate Emergency Coordinator position under the GSU RCRA contingency plan.
- 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 related to the various ORI Program areas (i.e. Hazardous Materials, Biosafety, Radiation Safety, etc.)
- Knowledge of Asbestos and Lead-Paint O&M and Abatement Procedures.
- 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 responses involving hazardous materials, using proper PPE.

### **Minimum GSU Hiring Standards**

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

AHERA Inspector and Supervisor certifications preferred or must be obtain within the first six months of employment.

Completion of 40-hour HAZWOPER training preferred or must be complete within the first six months of employment.

*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.*