



Job Specification

Job Title: Manager, Hazardous Materials Program
BCAT Code: 453X AG
Pay Grade: G17

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

General Description

The Environmental Program Manager will be responsible for developing and coordinating environmental health and safety programs, and hazardous materials management programs to ensure that the University remains in compliance with applicable laws and regulations relating to these fields, and developing/maintaining the Safety and Risk Management Information System (SARMIS).

Examples of Duties

- Develop and coordinate EPA, OSHA, and DOT training and compliance activities that will meet the needs and regulatory requirements of the University community. These activities will include but are not limited to: Hazardous Materials and Waste Management; Asbestos Hazards Control and Abatement; Underground Storage Tank Management; Air Pollution Control. This position must also be capable of responding immediately in the event of hazardous materials emergencies.
- Administer all aspects of Georgia State University Hazardous Materials Management Program including but not limited to: Release response, investigation and notification; Departmental tracking; Trend and Cost analysis; Regulatory compliance registration and permitting.
- Directly responsible for the maintenance of safety data that is disseminated in the Safety and Risk Management Information System (SARMIS). Generate statistical and analytical reports for the Director of the department that indicate trends, compliance levels, hazardous materials activities and cost analysis for all GSU departments and develops plans for action accordingly.
- Management of environmental projects and contacts to include preparation and review of specification for proposal and bid requests; supervision of contactors and consultants; and cost control.
- Fulfill the duties of the Emergency Coordination position under GSU Hazardous Waste Generator Contingency Plans.
- Meet with faculty, staff and students, as well as regulatory agencies. Most of the University contact would occur in the areas of chemistry, biology and Facilities Maintenance and Operation.

Knowledge, Skills and Abilities

- Experience with personal computers
- Excellent communication skills.
- Knowledge of RCRA, DOT, EPA, and OSHA regulations
- Basic knowledge of industrial hygiene principles and techniques

Minimum GSU Hiring Standards

Bachelor's degree in Chemistry, Biology, Physics or closely related field and three years of related experience. This position requires 3 years hazardous materials program management/coordination experience.

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.