



Job Description

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|--------------------|----------------------------|------------------|--------|
| Job Title: | Chemical Safety Specialist | Job Code: | 3230 |
| Department: | Health and Safety | Grade: | J |
| Date: | March, 2001 | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Perform complex tasks relative to the safe management of hazardous materials on campus and to ensure compliance with the Resource, Conservation, and Recovery Act through inspections and training.

Characteristic Duties and Responsibilities:

1. Assist Health and Safety Officer with routine monthly safety inspections.
2. Perform daily safety inspections of construction sights on all campuses.
3. Perform baseline analysis of chemicals with unknown properties.
4. Perform follow up inspections after corrective actions are completed.
5. Maintain chemical inventories for various departments on all campuses (update as needed).
6. Secure and monitor material safety data sheets for all chemicals using internal and external resources.
7. Manage master file of material safety data sheets for all campuses.
8. Give technical guidance relative to material safety data sheets interpretation.
9. Inspect chemical storage areas to verify proper labeling, containers, and compatibility of chemicals stored on all campuses.
10. Supervise work-study students.
11. Co-facilitate chemical hygiene and hazard communication programs and workshops.
12. Interface with outside state and local regulatory compliance agencies.
13. Evaluate personal protective equipment in various departments at each campus.

Reporting Relationships:

Direction Received: Reports to Health and Safety Officer.

Direction Given: Responsible for supervising student workers.

Minimum Requirements:

Bachelor of Chemistry, Occupational Health and Safety, or Industrial Hygiene. Three years experience in Hazard Waste Management Compliance; Material Safety Data Sheet Monitoring and Evaluating chemical physical properties or related field.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Knowledge, Skills, Abilities and Worker Characteristics:

Extensive knowledge of chemical behavioral principles and physical properties.

Good oral and written communication skills.

Working Conditions:

Typical office environment.