



JOB INFORMATION

Job Code:	119013
Job Title:	Lead Safety Technician
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	7 Individual Contributor

JOB SUMMARY

Leads hazardous waste operations under general supervision. Monitors and complies with hazardous waste regulations. Compiles waste manifests. Complete and tracks hazardous waste volumes and shipments. Serves as the official campus contact for all hazardous waste disposal vendors. Leads less experienced technicians. Liaises with relevant stakeholders. Performs additional technical duties in the field as needed in support of safety, health and/or environmental program(s).

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Broad knowledge of environmental, health and safety regulations.
X		Passes a medical examination for positions which require a commercial driver's license and whose functions are defined as "safety sensitive."

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ability to use and understand readings from field-testing equipment.
X		Ability to review, understand and interpret regulatory standards.
X		Excellent oral, written and interpersonal communication skills.
X		Ability to perform in a fast-paced, highly dynamic work environment.
X		Strong prioritization skills and high responsiveness.
X		Expertise in the handling, transportation, and disposal of hazardous wastes.
X		Strong time management and organizational skills.
X		Ability to wear PPE when necessary.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Trains and guides less-experienced technicians. Assists with audits, sampling efforts, safety training and emergency exercises. Serves as back-up to management unable to respond to an emergency response call (e.g., hazardous materials spills/releases).				
Maintains records and files on all program-related activities, as required. Ensures efficient and satisfactory completion of weekly waste pickup commitments and maintains inventory of universal waste packing supplies (e.g., hazardous, biohazardous, radiation). Conducts and maintains safety equipment and PPE inventory. Performs weekly waste yard inspections; schedules weekly waste consolidation activities.				
Manages safety equipment and PPE program . Schedules monthly safety equipment trainings, repairs, and inspections. Coordinates regular checks of emergency response kits, vehicle equipment, and PPE. Serves as the official campus contact for all hazardous waste disposal vendors.				
Oversees fleet safety maintenance program (e.g., implementing schedules, ensuring safety compliance, coordinating repairs/services, scheduling vehicle cleaning). Conducts safety inspections, monitors fleet performance, and prepares vehicles for emergency response. Collects, processes and disposes of hazardous wastes. Responds to emergencies. Regularly inspects and evaluates satellite accumulation areas.				
Assists in initiating appropriate corrective actions in consultation with appropriate safety specialist. Assists in developing and implementing relevant standard operating procedures. Ensures safety and compliance with all applicable regulatory policies and requirements.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.