



## Manager, Hazardous Waste Programs

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	119311
<i>Job Title:</i>	Manager, Hazardous Waste Programs
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	6 Manager
Manager, Hazardous Waste Programs	

#### JOB SUMMARY

Manages the hazardous waste management and hazardous materials emergency response programs for the university. Manages and provides oversight of campus wide plans, policies, and procedures to assure compliance with federal, state, and local requirements regarding environmental compliance management. Serves as an official campus contact with applicable federal, state, and local regulatory agencies.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Environmental Science	Or
X			Environmental Studies	Or
X			Biology	Or
X			Chemistry	Or
X			Public Health	Or
X			in related field(s)	
	X	Master'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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	of progressive professional experience is desired with at least 2 years of supervisory and program development experience.	
X		7 years		
	X	10 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		Knowledge of California and federal regulations, standards and guides published by various professional organizations and the ability to understand, analyze, interpret, and effectively apply these standards and guides.
X		Ability to co-manage and direct various groups of technical staff in performance of their duties.
X		Clear knowledge of university goals with regard to health and safety issues so that adequate direction and supervision of staff can be provided.
	X	Demonstrated technical expertise in all EH&S areas managed

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Must have 40-hour HAZWOPER Certification.
	X		Professional registration or National Board certification in at least one area of the field of Environmental Health and Safety (e.g., CHMM).

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages a comprehensive hazardous waste management program for all hazardous chemicals, radioactive materials, and universal waste. Develops innovative methodologies and implements streamlined operations that meet objectives and reduce costs. Interacts with hazardous waste disposal vendors to facilitate efficient, cost-effective, and timely off-site transportation and disposal of hazardous wastes. Advises management of the status of all ongoing environmental compliance activities and makes recommendations for appropriate actions.				
Assists with overseeing data management and analytics and the preparation and completion of all hazardous waste management-related environmental reports to agencies (e.g., payment of environmental and hazardous waste fees, Annual & Bi-annual Facility Report, etc.). Assists in developing budgets, staffing, and evaluating environmental impacts of campus capital projects.				
Serves as lead of the university's Environmental Health & Safety's Hazmat Emergency Response Team. Coordinates response to chemical hazardous materials incidents, directing appropriate resources of staff, equipment, and expertise to mitigate hazards and address emergencies properly and safely. Provides leadership and develops standard operating procedures to remediate chemical and radioactive materials spills. Responsible for developing and implementing regularly scheduled hands-on trainings for the department and as required by regulations (e.g., Code of Federal Regulations, National Fire Protection Association).				
Perform inspections of labs and hazardous waste and materials locations campus wide and serves as campus liaison to professional and technical associations on various hazardous waste management and storage tank issues.				
Supervises and trains staff who transport, package, store, analyze and process hazardous chemical waste generated by academic laboratories and other campus facilities. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## 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.