

# **Carleton College Exempt Position Description**

**Job Title:** Hazardous Materials Program Manager

**Reports To (Title):** Director, EH&S Compliance

**Department:** Environmental Health and Safety (EHS)

**Division:** Vice President & Treasurer

**Revision Date:** August 2019

## **Position Overview:**

Areas of responsibility include hazardous materials management and tracking for compliance, emergency preparedness, fire protection, radiological safety and, accident prevention. In addition, this position provides technical support for other EH&S programs and policies such as, air and water quality. The Hazardous Materials Program Manager applies professional knowledge or expertise and serves as lead person on chemical and radiation safety (including laser safety) issues. This position is expected to demonstrate good judgment in selecting methods and techniques for obtaining solutions, provide regulatory interpretation and technical advice with decision-making that is based on established procedures; relevant laws; regulations and campus policies; professional best practices; relevant science methodology.

The Hazardous Materials Program Manager works under the direction of the Director of EH&S and in collaboration with College leadership, faculty, and staff to improve the campus safety culture and promote injury prevention efforts.

This position is part of a multi-institution team of EHS professionals, and is expected to participate collaboratively in team discussions. This position is dedicated to Carleton College full-time; however, as part of a multi-institution team this position will occasionally be required to assist at St. Olaf College in an advisory capacity.

## **Essential Job Functions/Responsibilities:**

- Develops, implements, and monitors campus chemical, radiation, and laser safety programs, systems, and procedures.
- Develops training in laboratory safety, hazard communication, chemical hygiene, radiation, and laser safety.
- Reviews, approves and develops Standard Operating Procedures, fact sheets, and guidance documents for hazardous (chemical and radioactive) materials and processes.
- Assists faculty, administrative, and academic department staff in the assessment of chemical and radiation hazards and personal protective equipment (PPE) needs for designated research, laboratory, shop operations, and Facilities Operations.
- Researches appropriate hazard control and mitigation strategies, including engineering controls, administrative controls and PPE, and supports faculty and department/administrative staff in the implementation of these control strategies.
- Provides guidance and direction to faculty, research support staff and the facilities department on development, implementation, and continuous improvement of lab safety manual, shop safety manual, chemical hygiene plan and various other forms, procedures, and documents.
- Good customer service skills are essential as well as having excellent communication skills both verbal and written.

- Inspects labs, shops (both academic and non-academic) and studios, recommends corrective action, and performs follow up verification of deficiency correction status. Schedules and conducts inspections to identify and evaluate lab and shop safety hazards and compliance deficiencies.
- Conducts sampling and/or monitoring related to chemical hazards.
- Performs outreach and communication to campus on chemical and radiation safety issues.
- Serves on and supports Carleton Safety Committee and participates in departmental and campus-wide work groups and committees to facilitate laboratory and shop injury prevention and safety functions.
- Collaborates with college administration to perform incident investigations and monitors implementation of controls and corrective actions.
- Drafts lab safety, chemical hygiene and Injury and Illness Prevention Program reports and documents. Uses database technology and tracking systems to generate reports, track deficiency correction status, and verify deficiencies have been corrected.
- Participates as a member of the Carleton emergency response team. Provides support to campus disaster preparedness activities, responds to hazardous materials releases and serves in the appropriate response role based on training and expertise.
- Shares in the creation and maintenance of EH&S web pages.
- Maintains knowledge/expertise on existing/proposed changes in all regulations; interprets and applies relevant laws, regulations, codes and standards, including making recommendations for work environment changes based on interpretations and principles of professional practices. Monitors compliance and provides information and data to the Director of EH&S in support of regulatory agency inspections.

**Describe Supervision Received and Exercised:**

Direct supervision is received from the Director of EH&S Compliance.

**Education/Experience/Skills (supported by job duties):**

- Master's degree in chemistry, chemical engineering, industrial hygiene or environmental science field, and/or an equivalent combination of education, training and experience in safety management, safety engineering, industrial hygiene, or public health.
- 3-5 years of relevant experience
- Thorough knowledge/understanding of chemical and radiation safety (including laser safety), related laws and regulations; and general knowledge/understanding of all EH&S fields.
- Thorough knowledge and skill in applying and interpreting applicable local, state, and federal regulations and related standards and guidelines.
- Demonstrated written, verbal, and interpersonal communication skills, including political acumen and skill to communicate effectively in a diverse environment.
- Strong analytical and organizational skills to prioritize and manage the successful completion of projects within time and budget constraints.
- Skill to appropriately use technology and relevant scientific equipment.
- Thorough knowledge of chemical properties, reactions, and performing laboratory hazard assessments.
- Experience recommending appropriate engineering, administrative and personal protective equipment controls to eliminate or mitigate present or potential exposures to chemical hazards.
- Ability to appropriately, efficiently and effectively respond to emergencies and critical situations.

- Ability to effectively represent the campus to state and federal authorities, and community groups.

**Physical demands or Working Environment requirements:**

The position requires occasionally lifting objects up to 55 lbs and repetitively lifting light weight objects where frequent bending or stooping alternates with lighter activities. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental conditions that require a range of safety and other precautions.

NOTE: This position description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.