

## HAZARDOUS MATERIALS COORDINATOR

### FUNCTION OF THE JOB

Under direction, to plan, develop, and coordinate a program for the acquisition, transportation, storage, use, and disposal of all hazardous substances controlled by the County; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Evaluates, monitors, records, and makes recommendations regarding the acquisition, transportation, storage, use, and disposal of all hazardous materials controlled by the County to ensure compliance with federal, state, and local laws.
2. Develops, maintains, reviews, and assists in implementing policies, procedures, and ordinances for Countywide hazardous materials management including emergency response plans.
3. Maintains a detailed inventory indicating amounts and locations of hazardous materials at County facilities.
4. Performs field consultations, evaluations, and inspections of County facilities and operations related to hazardous materials management; coordinates regular maintenance of hazardous materials sites.
5. Performs environmental assessments for property transfers to determine presence and extent of hazardous materials liability and required remediation.
6. Coordinates and monitors the remediation of hazardous materials sites; responds to hazardous materials emergencies, evaluates situations, and makes recommendations regarding appropriate remediation activities.
7. Coordinates and participates in the preparation of RFP's and selection of hazardous materials vendors, and monitors vendors for contract compliance.
8. Provides consultation, assistance, and training to other County departments and elected officials in hazardous materials management practices, policies, and regulations.
9. Collects samples of suspect building materials for asbestos analysis; prepares reports and coordinates abatement activities.
10. Consults with federal, state, and local governmental agencies regarding hazardous materials management problems and concerns, and provides information to the public.
11. Monitors and interprets new hazardous materials regulations, analyzes their impact on County operations, and makes appropriate operational changes or recommendations.
12. Prepares and presents a variety of comprehensive reports, and maintains accurate records.
13. Establishes and maintains effective working relationships with department heads, other County employees, elected officials, representatives of federal, state, and local governments, contractors, and the general public.
14. Assists in facilitating the Southeast Wisconsin Radon Information Center grant; provides information, education, and radon test kits to the public and the local health agencies; promotes radon awareness by participating in health fairs, interviews, preparing newspaper articles, etc.
15. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles, practices, and procedures used in the design, operation, and evaluation of a hazardous materials management program.
2. Comprehensive knowledge of applicable laws, codes, and regulations regarding hazardous

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- materials management.
- 3. Working knowledge of plumbing, mechanical, and electrical systems as they relate to hazardous materials operations.
- 4. Working knowledge of computerized department software, internet access, and database, spreadsheet, and word processing programs.
- 5. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
- 6. Ability to assist department heads and elected officials in maintaining uniform compliance with all applicable codes, laws, and regulations regarding hazardous materials management.
- 7. Ability to secure pertinent information through research and inspections, and to analyze and make recommendations based on this information.
- 8. Ability to study and interpret complex technical materials related to hazardous materials management.
- 9. Ability to utilize word processing, database, and spreadsheet programs.
- 10. Ability to provide accurate and effective consultation and training.
- 11. Ability to travel to off-site locations within the County to perform field assessments, observations, or inspections under varying weather conditions and physical terrains.
- 12. Ability to communicate effectively, both orally and in writing.
- 13. Ability to prepare and maintain accurate records and reports.
- 14. Ability to establish and maintain effective working relationships with department heads, other County employees, elected officials, representatives of federal, state, and local governments, contractors, and the general public.
- 15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

- 1. a. Graduation from a recognized college or university with a bachelor's degree in environmental health science, and two (2) years of work experience in hazardous materials or hazardous waste management.  

OR
- b. Graduation from a recognized college or university with a bachelor's degree in the sciences, and three (3) years of work experience in hazardous materials or hazardous waste management.
- 2. Registered Hazardous Substances Professional through the National Environmental Health Association, or Certified Hazardous Materials Manager through the Institute for Hazardous Materials Management, or a comparable certification program, within six (6) months of employment.
- 3. Certified Asbestos Inspector through the Wisconsin Department of Health Services within six (6) months of employment.