



# Supervisor, Hazardous Waste Programs

## Job Description

### JOB INFORMATION

Job Code:	119310
Job Title:	Supervisor, Hazardous Waste Programs
FLSA Status:	Exempt
Supervisory:	
Job Family:	D010
Job Family Group:	
Management Level:	5 Manager

### JOB SUMMARY

Manages the chemical inventory program and assists in administering the hazardous waste management programs for the university. Helps manage and provide 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

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	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

Req	Pref	Work Experience	Experience Level
X		5 years	of progressive professional experience is desired with at least 2 years of supervisory and program development experience.
	X	7 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		Bachelor's degree in in environmental science, environmental management, resource management, biology, chemistry, public health, or related fields.

## 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 a diverse group of technical staff in performance of their duties.
X		Clear knowledge of the 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, with professional registration or National Board certification in at least one area of the field of Environmental Health and Safety (e.g., CHMM).

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Must have 40-hour HAZWOPER Certification.

## 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 the chemical inventory program and supervision of two chemical inventory technicians responsible for preparing and submitting key documents to government entities (e.g., California Environmental Protection Agency). Supervises chemical inventory team and assists with supervising several FTEs with technical job classifications. Assists in developing budgets, staffing, and evaluating environmental impacts of campus capital projects. Develops innovative methodologies and implements streamlined operations that meet customer service objectives and reduce costs.				
Assists with supporting the hazardous waste management program for all hazardous chemicals, radioactive materials, and universal waste. Assists with developing procedures for all hazardous waste program operations. May assist with supervising and training staff who transport, package, store, analyze and process hazardous chemical waste generated by academic laboratories and other campus facilities.				
Serves as a co-leader of the university's EH&S Hazmat Emergency Response Team. Provides leadership and develops standard operating procedures to remediate chemical and radioactive materials spills. Develops relationships with the local fire department and assist with implementing regularly scheduled hands-on spill trainings for the department.				
Assists with managing the preparation and assures the completion of all environmental reports to agencies (e.g., reports related to hazardous waste management, payment of environmental and hazardous waste fees, etc.) Supports data management and analytics efforts.				
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. 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.