SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Hazardous Materials Data Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of responsible duties and support functions related to hazardous materials and hazardous waste handling and storage; upkeep of Material Safety Data Sheets throughout the various Right to Know Information Centers on campus; and compliance of applicable federal, state, and local regulations/mandates. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in the job class exercise responsibility for gathering, distributing, and maintaining current information and understand health hazards, precautionary measures, emergency procedures, and first aid requirements.

SUPERVISOR: Fire Chief or designee

TYPICAL DUTIES:

- Provides support functions involved in the handling and storage of hazardous materials and hazardous waste handling and storage; upkeep of Material Safety Data Sheets throughout the various Right to Know Information Centers on campus; and compliance of applicable federal, state, and local statutes/mandates.
- Identifies opportunities and makes recommendations regarding hazardous materials waste minimization and chemical hazard assessment control.
- Develops computer tracking methods utilizing various software programs to develop tracking information necessary for reporting requirements.
- Assists in developing and maintaining standard operating procedures for centralization of information required in the tracking of chemical orders and Material Safety Data Sheets.
- Inspects campus facilities where hazardous materials are stored and evaluates compliance as assigned.
- Takes inventory and keeps records of chemicals used throughout the campus as assigned.
- Communicates and distributes updates of Material Safety Data Sheets and applicable requirements of legal regulations/mandates to faculty, managers, and classified employees.
- Provides assistance to College faculty, managers, and staff in matters of accumulation, packaging, storage, labeling and disposal of hazardous materials.
- Assists in marking and labeling shipping containers and preparation of shipping documents and transportation of hazardous materials.
- Assists in the preparation and presentation of employee training on safe management of hazardous materials and emergency responses.
- Attends and participates in the District’s Campus Safety Committee.
- Maintains inventory of fire alarm systems and components.
- Performs other related duties similar to the above in scope and function as required.
EMPLOYMENT STANDARDS

Possession of:

- a current and valid California Driver’s License

Knowledge of:

- hazardous materials management and waste minimization
- Material Safety Data Sheets
- laws, regulations, and ordinances governing environmental protection, hazardous materials and wastes; issues affecting regulatory compliance on college campus
- acquisition, use, storage, and disposal of hazardous materials and wastes
- emergency response procedures
- general chemical properties and associated hazards
- safe handling procedures and personal protective equipment
- record keeping methods and techniques

Ability to:

- read, interpret, apply, and explain regulations and procedures
- prepare and maintain accurate and up-to-date records, files, inventory, and other documentation
- communicate effectively and tactfully in both oral and written forms
- understand and carry out both oral and written directions
- respond to questions and inquiries with tact and courtesy
- work with a significant degree of independence and judgment
- organize work and set priorities
- establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- Minimum of two (2) semesters course work in college level sciences, hazardous materials, or related area, or equivalent. Appropriate experience may be substituted for formal course work.
- Minimum of one year experience in science or related area is required; college level course work in biological sciences may be substituted.
- An alternate qualification includes certification as a Hazardous Materials First Responder or greater and one year as an Emergency Responder.