



HAZ/MAT ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER

FC: SC141
PB: 07

PC: 890
BU: 31

Revised: November 26, 2004

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Coordinates hazardous materials program activities and operations to ensure District compliance with mandated environmental regulations; oversees hazardous waste disposal and recycling; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Chief Safety Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single class position ensures that all the District is in compliance with regulations related to hazardous materials activities and operations. The incumbent is the liaison for hazardous materials operations with other divisions, departments and outside agencies. The class is distinguished from the Chief Safety Officer in that the latter has overall responsibility for all safety and accident investigation programs and activities.

REPORTS TO

This position reports to the Chief Safety Officer.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Coordinates the hazardous materials program operations and activities including the development of guidelines for hazardous waste disposal and recycling, inspection of District facilities, and compliance with Federal and State regulatory agencies.
2. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

3. Coordinates and reviews the activities of staff responsible for handling hazardous materials; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
4. Coordinates response to hazardous material and other rail emergencies with contracted hazardous materials personnel.
5. Reviews existing operations and plans for new operations to assess compliance with Federal and State regulations; conducts monthly hazardous waste inspections; recommends changes in operations and plans to ensure compliance with mandated requirements.
6. Reviews and analyzes hazardous materials shipments; inspects amount, type, and packaging of materials; approves shipment and completes documentation.
7. Maintains financial records related to hazardous waste disposal; administers hazardous material business plan; maintains the District's environmental permitting program.
8. Reviews new chemicals being utilized in District operations; conducts annual chemical product inventory and prepares approved chemical list; ensures list is updated as required.
9. Provides assistance in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Serves as the liaison for hazardous materials operations with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
12. Provides responsible staff assistance to the Chief Safety Officer.
13. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to programs, policies and procedures as appropriate.
14. Attends and participates in professional group meetings; stays abreast of new and pending regulations and new trends and innovations in the field of hazardous materials handling and disposal.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a hazardous materials program.
Principles and practices of hazardous materials management and disposal.
Principles and practices of program development and administration.
Methods and techniques of hazardous materials accident investigation.
Methods and techniques of conducting hazardous materials safety training programs.
Methods and techniques of storing and disposing of hazardous materials.
Principles and practices of hazardous materials chemistry.
Basic principles of safety engineering as applied to hazardous materials.
Emergency response policies and procedures.
Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and coordinating a comprehensive hazardous materials program.
Training staff in hazardous materials handling, disposal and safety techniques.
Analyzing hazardous materials incidents and risk potential.
Participating in the development and administration of division goals, objectives and procedures.
Preparing clear and concise administrative and financial reports.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in chemistry, chemical engineering, or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable chemical or hazardous materials program experience which must have included at least two (2) years of administrative experience.

License or Certificate:

Possession of certification in Hazardous Materials Emergency Response.
Possession of certification by the Department of Transportation to authorize the transport of hazardous materials.

Other Requirements:

Must be physically able to access the BART operating right-of-way, climb on and off rail equipment, climb ladders, walk on uneven surfaces, and visit construction sites.

Must be able to respond to after-hours incidents, and perform after-hours assignments for the various District work shifts.

Must possess a valid California driver's license and have a satisfactory driving record.

Must be able to understand, read and communicate in English.

Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respiratory Program and applicable Cal-OSHA requirements.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; exposure to moving vehicles, electrical energy, inclement weather, heat, cold, noise, dust grease, smoke, and potentially hazardous materials and uncomfortable conditions.

Physical Conditions:

Requires maintaining physical condition necessary for walking and standing for prolonged periods of time; climbing in stations, train trackway (underground, aerial structures, and at-grade), and other facilities.

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