

ENVIRONMENTAL COORDINATOR TITLE DEFINITION

I. DEFINITION

ENVIRONMENTAL COORDINATOR

This title definition is used as an entry level progressing to an objective level for positions involved in the development and coordination of a variety of safety activities and accident prevention activities. Work is performed under close progressing to general supervision. Positions functioning at the entry level perform routine work of a coordinative nature in promoting institution environmental protection and safety activities, under limited supervision, and in conjunction with other safety staff. This level is structured to provide the training and experience necessary to progress to the higher level. Work is performed under close, progressing to limited supervision.

Positions functioning at the full performance objective level serve as either 1) the Environmental Coordinator for a college and its multiple departments on a UW campus; or 2) the campus-wide Environmental Coordinator.

Environmental Coordinator for a College and its Multiple Departments at a UW Institution: Positions function as the Chemical Hygiene Coordinator, Chemical Hygiene Officer and Hazardous Waste Coordinator for the college; maintain a sizeable chemical inventory; ensure the safe storage and handling of chemicals; identify unsafe items and procedures, and advise staff performing these procedures to make improvements or correct problems; maintain activity records related to hazardous materials management; function as the first point of contact and first responder for all chemical spills and accidents within the college, including determining proper procedure to handle the spill or accident and the necessity to evacuate the immediate area or building; decide which procedures to use to neutralize the spill and performing or supervising the final clean-up; ensure the safe disposal of all hazardous waste for the college; arrange for hazardous waste pick-ups, document the contents, segregate and neutralize the waste as necessary, and maintain log sheets; train and supervise student assistants in the proper methods of sterilization and disposal of all biohazard materials; and other related duties as assigned. Work is performed under general supervision.

Institution-Wide Environmental Coordinator: Positions serve as the institution hazardous materials coordinator, which includes responsibility for compliance with federal and state regulations, recordkeeping, reporting, and the collection and disposal of all hazardous waste generated on campus; prepare project requests necessary to obtain compliance with hazardous and other materials management regulations and policies; maintain a sizeable chemical inventory; identify unsafe items and procedures, and advise staff performing these procedures to make improvements or correct problems; maintain activity records related to hazardous materials management; apply principles of law, administrative code, and UW policy to ensure campus safety and accident prevention; work with committees or groups to increase awareness, provide training, and reduce expenses and liability from hazardous materials, and other biological and physical safety health issues; coordinate institution waste collection efforts; establish a cost accounting/billing system in cooperation with university management to provide payment for disposal costs of hazardous wastes and other materials; prepare reports of program activity, including annual EPA generator reports and biannual DNR reports; coordinate a worker "right-to-know" program for hazardous materials use at a university; coordinate emergency response to chemical spills and accidents; recommend administrative

policies to prevent and reduce injuries, losses and costs; develop and conduct traffic safety programs; direct emergency building evacuations and drills; and other related duties as assigned.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Environmental Health Specialist