Foothill-De Anza Community College District
Office of Human Resources and Equal Opportunity
Classification Services
Approved Position Description
For

Environmental Specialist

BASIC FUNCTION:
Under the direction of the Director of Environmental Health & Safety, perform a variety of technical and physical duties in support of a comprehensive compliance program on multiple campuses for the management of hazardous materials and waste and to maintain air and water quality standards.

REPRESENTATIVE DUTIES:
1. Routinely inspect areas on the campuses that store hazardous materials and waste, advise how the areas should be maintained and recommend area of improvements.
2. Provide guidance for the segregation and the maintenance of chemicals within secondary containment.
3. Perform waste determinations for activities done on campus.
4. Write permits and technical document (Closure Plans, Hazardous Material Business Plans, departmental waste programs, etc.) with clarity, precision and effectiveness, including technical terms, correct English usage, and professional vocabulary.
5. Train essential environmental programs by formal instruction and by hands-on demonstration. Answer technical questions; tutor staff and demonstrate the application of environmental rules.
6. Maintain detailed records on training, manifests, universal waste management, and other programs with the highest level of record-keeping accuracy.
7. Effectively communicate to the campus staff in a manner to enhance environmental compliance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Familiar with Federal, State and local rules and regulations pertaining to hazardous materials and waste labeling, storage, handling, packaging, manifesting, labeling, transportation and disposal. Knowledgeable on regulations related to air and water quality.
2. Knowledge of chemistry and the principles of segregation, compatibility, reaction potential, storage requirements and secondary containment.
4. Technical knowledge tempered with the ability to explain each compliance aspect.
ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Ability to interpret, apply and explain rules, regulations, policies and procedures (such as the HAZCOM Standards, Fire Codes, Permitting Requirements, Spill Control Measures, Protective Clothing and Equipment Utilization) and other detailed programs tailored to the level of each department on campus.

3. Ability to provide coordination or response to chemical spills and leaks with either the campus staff or with an environmental contractor, including the completion of all notifications.

4. Ability to support the Contingency Plan for each campus or building occupied by the Colleges.

5. Ability to exhibit very strong interpersonal skills with the ability to use tact, patience, and courtesy in developing effective working relationships with others.

6. Ability to perform administrative duties as assigned; monitor assigned budget expenditures.

7. Ability to effectively manage time and meet schedules for high volume productivity.

EDUCATION AND EXPERIENCE:

1. Any combination equivalent to: BA/BS degree in a science field.

2. Two years work experience in the environmental field.

3. Course work in chemistry, environmental studies or related disciplines.

WORKING CONDITIONS:

ENVIRONMENT:

1. All areas of the De Anza, Foothill and Middlefield campuses, including academic, administrative and plant service operations.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate computer, label containers, inspect equipment and perform tasks.

3. Seeing for extended visual computer tasks of detailed spreadsheets and regulatory documents.

4. Sitting or standing for extended periods of time during inspection and waste collection.

5. Capable of lifting up to 50 pounds to assist in the collection of waste containers about campus.

DATE APPROVED: October 3, 2006
RANGE: L-61
EEO-CATEGORY: H-30