



University System of Maryland Job Class Specification

TITLE: MEDICAL WASTE DISPOSAL OPERATOR
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: P-299012

JOB CODE: N08MIU
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: ENV

APPROVED BY: Chancellor's Designee:
Joann Goedert, Assistant Vice Chancellor

EFFECTIVE DATE: 10/4/2012

JOB SUMMARY

Under direct supervision, collects consolidates and treats or disposes regulated and packaged special medical waste. Assists in the handling and disposal of chemical and radioactive waste as required. Participates in emergency response situations.

PRIMARY DUTIES

1. Inspects points of waste generation in laboratories and satellite storage areas prior to special medical waste pick-ups and prepares and labels waste containers.
2. Inspects waste accumulation facilities to determine that containers are not leaking. Inspects safety equipment such as showers and eye washers.
3. Collects, segregates and packages special medical waste containers. Prepares manifests and transports special medical waste shipments from satellite accumulation points.
4. Assists in the collection, segregation and packaging of hazardous chemical and radioactive waste.
5. Operates the incinerator or other disposal unit for the disposal of special medical waste. Assists in other treatment activities such as compaction, neutralization and autoclaving.
6. Performs routine inspection and maintenance of the special medical waste disposal units and associated pollution control equipment.
7. Maintains required records of medical waste disposal unit operations and maintenance and assists in the preparation of mandatory federal and state reports.
8. Logs pick-up requests, waste disposal manifests and waste inventories.
9. Maintains an inventory of materials and supplies utilized for special medical waste activities.
10. Assists in developing recommendations for the correction and elimination of unsafe practices and conditions associated with the handling and storage of special medical waste.
11. Writes drafts of waste management policies and procedures.

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year of related experience.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, comprehend and apply federal, state and local hazardous waste regulations, codes and requirements; to establish and maintain effective working relationships with faculty, staff and students; to prepare reports and maintain records; to work in, on, around, under and over fixed equipment and machinery; to lift and transport tools and equipment; to operate and maintain various devices such as an incinerator, compactor and autoclave; to wear and work in personal protective equipment; to work in hazardous and irritating environments; to work with hazardous materials.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Employees in this job class may be required to be trained to work with bio-hazardous, chemical and radioactive materials and to obtain training and/or certification needed to fulfill the duties of special medical waste incinerator and hazardous material technician. Employees may also be required to be available for emergency response; to use personal automobile while conducting business; to obtain a Commercial Driver's License and a state of Maryland Controlled Hazardous Substance vehicle operator certificate; employees will be subject to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations. Employees in this job class may be subject to pre-employment and random drug testing. Offers of employment may be contingent on obtaining medical clearance by university approved medical staff.