



## University System of Maryland Job Class Specification

**TITLE: HAZARDOUS MATERIALS ASSISTANT**  
**FLSA: NONEXEMPT**  
**EEO6: H50**  
**IPEDS-SOC: C-194091**

**JOB CODE: N11HZU**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: ENV**

**APPROVED BY:**  
**Chancellor's Designee:**  
**James Sansbury, Acting Director Human Resources**

**EFFECTIVE DATE: 09/15/2005**

### **JOB SUMMARY**

Under direct supervision, assists with the collection, consolidation, packaging, and treatment of regulated or hazardous chemical, radioactive, and Special Medical Waste. Performs a wide range of routine assignments associated with the Hazardous Waste Management program.

### **PRIMARY DUTIES**

1. Inspects points of waste generation in laboratories and satellite storage areas prior to hazardous chemical, Special Medical, and radioactive 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 eyewashes.
3. Assists in field testing of waste to determine hazard characteristics through the operation of common analytical equipment.
4. Collects samples from waste streams for analysis.
5. Assists in the collection, segregation, and packaging of hazardous waste materials.
6. Maintains records such as pick-up requests, waste disposal manifests, and waste material inventories.
7. Assists in the conduct of various treatment activities such as incineration, compaction, neutralization, and autoclaving.
8. Assists in the preparation of mandatory federal and state reports.
9. Assists in developing and presenting training programs on safe

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- and effective waste management practices.
10. Participates in institutional response to emergency situations.
  11. Maintains an inventory of materials and supplies utilized for waste management and emergency response activities.

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: Bachelors degree.

EXPERIENCE:

OTHER:

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Ability to read, comprehend, and apply federal, state, and local environmental and hazardous waste regulations, codes, and requirements; to learn and apply evaluation and survey techniques including the use of environmental sampling devices and analytical equipment; to establish and maintain effective working relationships with faculty, staff, and students; to prepare technical reports and analyses and maintain required records; to communicate effectively both orally and in writing; to operate computers and other standard office equipment; to work in, on, around, under and over fixed equipment and machinery; to lift and transport assigned tools and equipment; to operate a variety of treatment 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 asbestos, radioactive, and hazardous materials and to obtain special training and/or certification needed to fulfill the duties of the position where assigned, such as, incinerator operator or hazardous materials technician. Employees may also be required to be available for emergency response at any time; to use personal automobile while conducting business; and to obtain a Commercial Driver's License with Hazardous Materials

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Endorsement and a State of Maryland CHS (Controlled Hazardous Substance) Vehicle Operator's Certificate. If required to obtain a Commercial Driver's License, employees will be subjected 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 applicant obtaining medical clearance by university approved medical staff.