

PROGRAM COORDINATOR (ENVIRONMENTAL MANAGEMENT & SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Medical Examiner, an incumbent in this position is responsible for the development, implementation, and documentation of the environmental management and employee safety programs for the Department of Laboratories and Research consistent with Federal, State and departmental rules and regulations. This department is unique in that it procures and disposes of a high volume of hazardous chemical, biological and radiological substances. For this reason, the incumbent is responsible for the control of these substances through complex technical processes. This position is designed to promote safe, responsible environmental management of chemical, biological, and radiological compounds, and promote occupational safety. As environmental officer for the entire department, acting on behalf of the Medical Examiner, will direct changes to operations in all aspects of laboratory and material handling operations. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Designs, implements and documents hazardous waste management and disposal policies to comply with federal, state and departmental regulations;

Inspects, assesses and audits laboratories for hazardous waste management, emissions and employee safety compliance, recommends corrective action and documents same;

Directs laboratory personnel, including division directors and lab directors, to change operations to assure regulatory compliance;

Establishes and maintains contracts with hazardous chemical, biological and radiological waste disposal facilities;

Reviews, receives and maintains updates on all Federal and State environmental titles, (Titles, 40 CFR, 49 CFR and NYCRR) and employee safety (OSHA, PESH and ANSI) regulatory requirements with regard to chemical handling, storage and transportation, hazardous waste management (RCRA), air emissions, and employee safety procedures;

Develops and conducts training of employees on topics including chemical handling and storage, hazardous waste management, employee safety, handling of blood borne pathogen, sample transportation and fire safety as well as emergency response procedures;

Maintains current knowledge of three broad categories of chemistry, i.e., Organic, Inorganic and Physical Chemistry, and management regulations to assure safe, legal and environmentally sound handling of all chemicals and lab waste;

Conducts and documents all laboratory hood inspections and calibrations in accordance with departmental chemical hygiene safety plan;

Establishes and maintains training schedules and records of all topics and employee attendance;

Acts as liaison with governmental regulators on environmental and employee safety issues;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Maintains records of chemical orders, inventory and disposal in accordance with regulatory requirements;

Completes and maintains records of all necessary documents and reports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Federal, State environmental regulatory requirements including but not limited to 40 CFR, 49 CFR, 6NYCRR, Resource Conservation Recovery Act, PESH and ISO 140001 standards as they apply to chemical handling and disposal, safety methods and procedures; thorough knowledge of Federal and New York State Occupational Safety and Health Act; good knowledge of American National Safety Institute (ANSI) standards; good knowledge of safety, health and fire prevention methods, procedures and equipment; ability to recognize health and safety problems; ability to formulate, implement and integrate corrective action with on-going operations; ability to communicate effectively both orally and in writing; ability to train and/or instruct others in procedures and safe work programs; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree in Safety Engineering, Industrial Hygiene, Occupational Health, Occupational Safety, or Chemical Hygiene or a related field and five years environmental health and safety experience which must have involved laboratories and chemical handling and disposal; or (b) Bachelor's Degree and seven years of experience as defined in (a).

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in one of the above fields of study may be substituted on a year for year basis for up to two years of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post- secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
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Job Class Code: C3155
Job Group XIII