



POSITION DESCRIPTION

JOB TITLE: Hazardous Materials Supervisor, Industrial Hygienist Job Class: 3587		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>Under the direction of the Manager of Environmental Health and Safety, the Certified Industrial Hygienist performs tests and evaluations and monitors employees health and safety. In the absence of the manager, the Certified Industrial Hygienist assumes responsibility for the Environmental Health and Safety Shop.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Inspect Facilities and Maintenance Services facilities and worker locations for exposure to fumes, dust, gases, vapors, vibrations, radiation, asbestos or excessive noise.
2. Inspect for health violations in such areas as toxic and hazardous substances, water supply, sewage and waste disposal, noise, asbestos abatement and construction sites.
3. Prepare technical reports and maintain statistical records on investigations.
4. Coordinate and maintain records of employee physicals, respirator program, back evaluations, worker health history, hearing conservation programs.
5. Use special equipment to conduct technical field investigations of environment quality and of worker health and safety.
6. Develop and implement employee safety and health training programs.
7. Coordinate the removal and disposal of hazardous chemicals and waste.
8. Work through various laboratories to obtain required analysis of materials and substances.
9. Enforce all applicable DILHR, DHSS, EPA and Milwaukee Public Schools rules and regulations for all Department of Facilities and maintenance Services operations.
10. Actively supports the MPS Strategic Plan.

11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Manager of Environmental Health and Safety

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Various laborers and craftsmen when assigned to the Environmental Health and Safety Department.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree from an accredited college or university, preferably in science or chemistry.
Certified or eligible for certification by the American Board of Industrial Hygiene.
Registered Sanitarian is desirable.
Certified or eligible for certification by AHERA as a Supervisor, Inspector Management Planner or Project Designer.

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Must be able to wear self contained breathing apparatus, climb and work at heights or in tunnels and confined spaces, work in dusty, odorous and noisy environments and operate complex testing equipment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.