

Job Description

Job Title:	Hazardous Waste Technician
Department:	Safety Office
Reports To:	Manager, Safety Officer
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	May 2023

Primary Purpose

Responsible for the effective coordination, segregation, packaging, storage and bulking of hazardous materials and wastes, including analysis and materials classification for the purposes of shipping. Advises laboratory and other members of the University community on aspects of hazardous materials disposal, shipping, and receiving; and assumes considerable responsibility for the accuracy and reliability in aligning University processes with regulatory requirements. The incumbent will be a member of the University's Spills response team.

Key Accountabilities

Environmental Protection Services (70%)

- Administers and maintains a comprehensive hazardous materials management strategy for all University-generated hazardous waste in compliance with relevant legislation provisioning how hazardous wastes and materials must be handled, segregated, packaged, stored, and shipped.
- Responsible for segregating single and multi-component mixtures of chemical and biohazardous materials into appropriate compatibility groups. Accuracy in segregation is essential.
- Identifying unknown materials using best analytical practices
- Provides expert advice to the University community on hazardous waste management best practices, including handling, transportation, containment, segregation, labelling and disposal.
- Transports hazardous materials using University vehicles in accordance with federal and provincial regulations and University standards.
- Oversees the safe and proper removal of hazardous waste from the Environmental Safety Facility with approved hazardous waste contractors. This includes ensuring contracted services remain within budget.
- Prepares and packs material for transport to final disposal site in accordance with established University and regulatory standards.
- Ensures that the University's hazardous materials management strategy is in compliance with federal and provincial regulatory agency requirements such as Health Canada, Canadian Nuclear Safety Commission (CNSC) licence conditions, Ministry of Environment. It is imperative that working knowledge of these regulatory requirements is maintained.
- Responsible for management and oversight of the hazardous waste RPR account.
- Manages the day-to-day operations of the University's Environmental Safety Facility (ESF) to ensure it is maintained in good working order, and able to safely store the anticipated wastes generated from the University community.
- Creates reports, trend analysis, and forecasts on costs based on previous year's hazardous waste disposal volumes.
- Provides guidance to departments on Laboratory Decommissioning process.
- Arranges with external specialized contractors for the disposal of explosives or particularly

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<p>hazardous or dangerous materials</p> <ul style="list-style-type: none">• Coordinates the removal of PCB material by external contractors from University owned/operated sites• Provides expert advice to the Director, Manager, and team in establishing processes for effective management of hazardous wastes and incident prevention
<p>Participation in the Health, Safety, and Environmental Management System (HSEMS) (20%):</p> <ul style="list-style-type: none">• In collaboration with the Health and Safety Officers, visits labs and provides advice on proposed experimental procedures with respect to hazardous waste generation, handling and disposal.• Participates in incident investigations, particularly those involving hazardous waste.• Provides advice, feedback and guidance on proper waste management and risk reduction methods associated with hazardous materials.• Defines standards and guidance documents through relevant expertise and best practice guidance in relation to hazardous waste management.• Continually assesses hazardous waste management processes to ensure they are appropriate to the level of risk, and compliant to current applicable legislation and standards.• Maintains current departmental records, computer databases, and systems associated with waste management and compliance.• Facilitates the practice of risk assessment and its application to hazardous waste management in a variety of settings throughout the University.• Monitors compliance and performance using measurement indicators and specifies key areas for improvement.• Facilitates an internal responsibility system by ensuring departments are informed and held accountable.• May conduct inspections for compliance purposes.
<p>Emergency Response (3%)</p> <ul style="list-style-type: none">• Supports UW's Spills response team by maintaining skills in hazardous materials emergency response.
<p>Other (7%)</p> <ul style="list-style-type: none">• Other duties as assigned

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Undergraduate Degree or College Diploma in the Natural Sciences or Engineering with a strong background in Chemistry or Chemical Technology. Preference for individuals that also have a background with biological agents and/or radionuclides.• Individuals must have Transportation of Dangerous Good (TDG) certification.• Preference will be given to candidates holding a CRSP or CRST designation; or who are eligible to obtain the CRSP or CRST.• Ongoing professional development is required to maintain competency.
<p>Experience</p> <ul style="list-style-type: none">• 3 or more years of proven experience where the scope of work was 50% or more related to management and/or handling of hazardous substances. Work experience may include research,

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laboratory and/or industrial settings. Experience in radiochemistry, health physics and/or toxicology is considered an asset.

- Demonstrated knowledge of chemical reactions and hazardous waste handling.
- Experienced in identifying appropriate PPE for work with various types of chemicals and hazards.
- Proven track record of taking clear and decisive action in emergency situations.
- Valid Class G Ontario Driver's License is required.

Knowledge/Skills/Abilities

- Expertise in chemical classification and interaction
- Must be able to work with, segregate, handle and classify both anatomical and pathological waste for the purposes of final disposal.
- Demonstrated knowledge of health, safety and environmental legislation as it relates to waste disposal.
- Basic working knowledge of Canadian Occupational Health and Safety Legislation and how it applies within the scope of the University's HSEMS, with respect to risk reduction and management.
- Ability to deal with sensitive information and exercise sound judgement, tact, unquestionable degree of integrity and diplomacy.
- Excellent organizational, time management, interpersonal, analytical and problem-solving skills.
- Ability to manage multiple and competing time sensitive priorities.
- Proven ability to work independently and as a team member in a busy and varied environment.
- Strong oral and written communication skills.
- Maintain valid Transportation of Dangerous Goods certification – includes maintaining practical knowledge on the packaging and transporting of hazardous materials and dangerous goods according to local, provincial, federal and international requirements.
- Proficient in the use of Microsoft Office products
- Working knowledge of specialized instrumentation and equipment for various types of chemical, biological, or radiological analysis.

Nature and Scope

- **Contacts:** Internal: Communicates with all members of University community to deal with, influence and motivate others, and to promote, justify and settle matters that are often highly sensitive. Resolves situations as a consensus facilitator with creative abilities to achieve success for the University. External: Liaises with professional and government regulators and agencies, representing the University
- **Level of Responsibility:** The position is responsible for provision of advice and compliance with health, safety and environment programs.
- **Decision-Making Authority:** The position ensures that all reasonable precautions are taken. A hesitation to pursue a health, safety and environment issue or fault in the health, safety and environment program could result in serious disruption to academic/research programs and campus services while damaging the institution's reputation. The position has limited signing authority for Safety Office accounts and negotiating some supplier contracts.
- **Physical and Sensory Demands:** The position ensures that all reasonable precautions are taken. A hesitation to pursue a health, safety and environment issue or fault in the health, safety and environment program could result in serious disruption to academic/research programs and campus services while damaging the institution's reputation. The position has limited signing authority for Safety Office accounts and negotiating some supplier contracts
- **Working Environment:** Varied physical positions and occasional climbing, lifting (40+ lbs) and carrying required. Must be able to participate in hazardous material spill clean-up processes. This includes wearing appropriate PPE, collecting spilled materials, and performing decontamination. Must maintain membership in UW's Spills Team. This includes being medically fit to wear a respirator, self-

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contained-breathing-apparatus (SCBA), and Level B protective suits. Regular concentrated sensory and cognitive demands particularly during program development, training, investigations and inspections. This job is 100% in-person. Incumbent must be willing and able to be present on-site during all regular working hours.