



Commercial Vehicle Safety Alliance

Improving commercial motor vehicle safety and enforcement

HAZARDOUS MATERIALS SPECIALIST JOB DESCRIPTION

REPORTS TO: Director of Hazardous Materials Programs

CLASSIFICATION: Exempt/Full-Time

REVISION DATE: April 2024

SUMMARY

The hazardous materials specialist provides assistance to the director of hazardous materials programs in the leadership, direction and administration of all aspects of the Commercial Vehicle Safety Alliance's (CVSA) commercial motor vehicle (CMV) hazardous materials activities. This position is responsible for responding to the needs of the membership by providing quality services as the Alliance strives to implement the organization's strategic initiatives.

ESSENTIAL JOB FUNCTIONS

The following list of duties is not exhaustive. CVSA may outline additional responsibilities that are not included in this job description.

- Assist the director of hazardous materials programs with the completion of deliverables under a Community Safety Grant (CSG) and a Hazardous Materials Instructor Training (HMIT) grant from the Pipeline and Hazardous Materials Safety Administration
- Assist the director of hazardous materials programs with the completion of deliverables under a cooperative agreement with the U.S. Department of Energy
- Assist the director of hazardous materials programs with the completion of deliverables under the State Enforcement Training and Support (SET) grant/cooperative agreement from the Federal Motor Carrier Safety Administration
- Assist the director of hazardous materials programs with developing and managing the implementation of the North American Standard Level VI Inspection Program and related activities
- Serve as a resource for the membership, staff and stakeholders on issues and programs related to the transportation and inspection of transuranic waste and highway-route-controlled quantities of radioactive materials
- Evaluate and implement recommendations to enhance the Cooperative Hazardous Materials Enforcement Development (COHMED) program and conference
- Assist with managing activities of the CVSA Hazardous Materials Committee
- Assist with developing and managing the Alliance's Hazardous Materials/ Dangerous Goods Road Blitz and related inspection, awareness and enforcement initiatives
- Maintain up-to-date knowledge of rules, regulations and pronouncements that may affect the Alliance
- Represent the Alliance at stakeholder meetings and events
- Analyze the implications of proposed actions and decisions and the effect on the Alliance

- Provide advice and counsel on hazardous materials regulations, legislation, out-of-service criteria, inspection procedures, operational policies, and information systems and technologies
- Promote the uniform application of roadside inspection, enforcement and safety programs
- Assist CVSA leadership on collaborative projects to set overall organizational hazardous materials policies and priorities
- Assist with the development, monitoring and updating of annual program budgets (e.g., CSG, COHMED, HMIT, SET, etc.)
- Ensure all processes relating to federal cooperative agreements, contracts and grants are maintained
- Ensure compliance with federal cooperative agreements, contracts and grants reporting requirements
- Ensure all deliverables and reporting for federal cooperative agreements, contracts and grants are met

SUPERVISORY RESPONSIBILITIES

This position may involve the direct or indirect management of other employees. This position may be responsible for the administration of external contractors and vendors who provide services related to the development and implementation of the Alliance's programs and services.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university, or equivalent combination of education and related experience
- Five years of experience conducting CMV inspections with a focus on hazardous materials transportation to ensure compliance with applicable state, federal and international regulations
- Five years of experience interpreting state and federal regulations
- Five years of experience handling responsibilities comparable to those outlined above
- Five years of experience as a classroom trainer/instructor, including curriculum development and online/virtual learning strategies and platforms
- Program and project management experience, including planning, organizing, communicating and implementing results
- Available for national and international travel

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and understanding of CMV hazardous materials safety issues
- Extensive knowledge and understanding of the North American Standard Inspection Program
- Extensive knowledge and understanding of state and federal CMV safety regulations
- Extensive knowledge and understanding of the Federal Hazardous Materials Regulations
- Extensive knowledge and understanding of the U.S. Environmental Protection Agency, Occupational Safety and Health Administration, Nuclear Regulatory Commission and Department of Energy regulations applicable to the transportation of hazardous materials
- Extensive knowledge and understanding of industry regulations, operating practices, emerging trends and best practices in CMV transportation
- Extensive knowledge and understanding of instructional teaching techniques

- Ability to use federal databases and websites to research regulations, interpretations and rule changes applicable to the transportation of hazardous materials
- Ability to effectively manage federal cooperative agreements, contracts and grants
- Ability to build consensus and cooperation among stakeholders with competing interests
- Problem-solving skills with the ability to make sound, prudent decisions
- Ability to meet deadlines of assigned deliverables
- Ability to provide exceptional customer service to members and stakeholders
- Ability to continuously demonstrate exceptional verbal, written, listening and interpersonal skills
- Ability to develop and maintain professional internal and external relationships
- Strong organizational skills, superior attention to detail and self-motivation
- Ability to work in a fast-paced, evolving environment

WORKING CONDITIONS

This position has the potential to be based in a remote office environment and involves the routine use of standard office equipment, such as computers and phones.

The position requires periodic work outside of normal business hours, as well as extensive travel both during and outside of normal business hours.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Persons with mental and physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I am certifying that I have read the above job description and understand the requirements, essential functions and duties of the position. I understand that this job description is designed to be an overview of the position and is not intended to be a comprehensive list of all responsibilities and requirements. I also understand that this job description may be amended or changed at any time and for any reason.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

The Commercial Vehicle Safety Alliance provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state or local law.