



City of Bloomington, Indiana  
Hazardous Materials Coordinator

<b>SALARY</b>	\$37.70 - \$43.35 Hourly \$3,015.69 - \$3,468.04 Biweekly \$6,534.00 - \$7,514.08 Monthly \$78,408.00 - \$90,169.00 Annually	<b>LOCATION</b>	City of Bloomington Utilities, IN
<b>JOB TYPE</b>	Regular Full-Time (40hrs/week; with benefits)	<b>DEPARTMENT</b>	Utilities/Environmental Services
<b>OPENING DATE</b>	05/14/2026	<b>CLOSING DATE</b>	6/4/2026 11:59 PM Eastern
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	N/A
<b>TYPICAL WORK SCHEDULE:</b>	Monday - Friday 8 am - 5 pm	<b>POSITION</b>	Assistant Director of Environmental Programs for CBU
<b>SUPERVISES STAFF:</b>	No	<b>REPORTS TO:</b>	

## Description

Incumbent oversees compliance for various environmental programs for City of Bloomington Utilities (CBU), including hazardous materials management, chemical safety programs, and waste management. Ensures CBU's adherence to state and federal environmental regulations, including RCRA, CERCLA, EPCRA, CAA, SPCC, USTs, and landfill operations. Serves as CBU's primary contact for all hazardous materials compliance, management and inquiries. Monitors compliance with state and federal regulations that govern hazardous materials.

<https://www.youtube.com/embed/ljFoC2hbaP0?&wmode=opaque&rel=0>

## Duties

*This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:*

### Primary

Conducts all duties necessary to ensure CBU's compliance with Resource Conservation and Recovery Act (RCRA) regulations for four Very Small Quantity Generators (VSQGs), and at times Small Quantity Generators (SQGs) and Large Quantity Generators (LQGs). Oversees compliance with Spill Prevention, Control, and Countermeasure (SPCC) regulations

Completes Tier II Reporting in compliance with the Emergency Planning and Community Right-to-Know Act of 1986 and communicates with all necessary agencies.

Oversees compliance related to special waste generation, profiling, and disposal in accordance with Indiana Department of Environmental Management (IDEM) requirements. Manages the Dillman Landfill permit and works with CBU's Operations Division and IDEM to renew and maintain compliance with the solid waste permit.

Manages compliance with the Clean Air Act (CAA) for CBU's emergency generators (stationary engines).

Writes, coordinates and tracks contracts related to hazardous material management and compliance.

Develops and manages all chemical-related safety programs for CBU, including Hazard Communication and Respiratory Protection. Leads emergency preparedness efforts, including spill response coordination for CBU facilities. Maintains availability to respond to hazardous materials emergencies affecting CBU operations.

Develops and conducts training for CBU staff pertaining to: Regulated waste; Chemical safety; Respiratory protection; Spill Prevention, Control, and Countermeasures (SPCC); Spill response; Pollution Prevention and Good Housekeeping (P2 and GH); and Class C Underground Storage Tanks Certification. Maintains records of all training activities for these programs.

Maintains knowledge of new, revised, or potential regulations surrounding RCRA, EPCRA, CERCLA, TSCA, SPCC, CAA, and safety compliance and notifies and advises management, as necessary. Participates in regulatory audits.

Investigates and researches historical land use public records requests as they relate to environmental cleanup sites and coordinates with the City's Legal Department and the public for site characterization and environmental information requests.

Oversees regular inspections of all CBU's underground storage tanks (USTs), aboveground storage tanks (ASTs), hazardous material storage areas, SPCC facilities, and P2 and GH for CBU facilities. Ensures and maintains compliance with state and federal environmental and safety regulations.

### Secondary

Develops and manages Standard Operating Procedures pertaining to the hazardous materials program and environmental compliance.

Performs related duties as assigned by the Assistant Director of Environmental Programs.

### Job Requirements

Bachelor of Science degree in environmental or physical sciences, or a related field or an equivalent combination of education and experience.

Minimum experience equivalent to three years in the environmental field. Three years of overall experience that includes hazardous material management and/or permit compliance.

Must have or be able to obtain a Certified Hazardous Materials Manager (CHMM) certification within 6 months of employment.

Must be able to complete annual RCRA and DOT Hazmat training and testing to comply with 49 CFR 172.700 and 40 CFR 262.17(a)(7).

Demonstrates proficiency in technical writing.

Ability to read and interpret technical reports.

Ability to effectively use GIS and Asset Management Software.

Ability to legally drive a vehicle.

## Difficulty of Work and Personal Work Relationship

### Difficulty of Work

Incumbent performs duties that are broad in scope, requiring the ability to analyze and interpret a variety of department-wide situations and cases related to hazardous material environmental compliance. Work often includes independent analysis of unusual circumstances, often complex in nature, to determine the best method to achieve desired results. Errors are not readily apparent through supervisory review and may result in substantial loss of department monies and violation of federal, state and local rules and regulations.

Most work is performed in a modern office environment, with required site visits that expose the incumbent to industrial, construction, and factory production hazards as all weather conditions. Incumbent may be required to perform tasks requiring moderate physical exertion.

Incumbent is frequently required to attend evening meetings and maintain availability 24 hours per day in the event of critical situations and emergencies.

### Personal Work Relationships

Incumbent maintains contact with the direct supervisor, contractors, industries and members of the general public for purposes of explaining and ensuring compliance with environmental regulations and legislation and explaining Department policies and procedures.

An Equal Opportunity Employer, La Egualdad De Oportunidades De Empleo Es La Ley. The City of Bloomington does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

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**Employer**

City of Bloomington, Indiana

**Address**

401 North Morton Street

**Website**

<https://bloomington.in.gov/>

## Hazardous Materials Coordinator Supplemental Questionnaire

**\*QUESTION 1**

Do you meet the minimum requirements of a Bachelor of Science degree in environmental or physical sciences, or a related field or an equivalent combination of education and experience.

- Yes
- No

**\*QUESTION 2**

Describe how you meet the minimum qualification of three years of experience in the environmental field, including experience with hazardous material management and/or permit compliance. If you have prior qualifying experience listed elsewhere in your application, enter "N/A."

**\*QUESTION 3**

Do you currently hold, or are you able to obtain, a Certified Hazardous Materials Manager (CHMM) certification within six months of employment?

- Yes, I currently have a valid a Certified Hazardous Materials Manager (CHMM) certification
- I am able to obtain a Certified Hazardous Materials Manager (CHMM) certification within 6 months of employment.
- I am not able to obtain a Certified Hazardous Materials Manager (CHMM) certification within 6 months of employment.

**\*QUESTION 4**

Are you able to complete annual RCRA and DOT Hazmat training and testing to comply with 49 CFR 172.700 and 40 CFR 262.17(a)(7)?

- Yes
- No

**\*QUESTION 5**

Are you legally able to drive a motor vehicle?

- Yes
- No

\* Required Question