

DEPARTMENT:	Projects
LOCATION:	51 A Railway Road, Cunupia, Trinidad and Tobago
JOB TYPE:	Office Based
JOB TITLE:	Hazmat Coordinator
DIRECTLY REPORTS TO:	Manager - Shore Base
DEPARTMENT LEAD:	Manager - Shore Base
OVERSEEING ELT MEMBER	Vice President - Operations

JOB PURPOSE:

To provide operational support for Dangerous Goods shipments.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting Key Performance Indicator targets, compiling and submitting Key Performance Indicator reports.	Approx. % of time annually
1. Conduct initial physical inspections of hazardous shipments.	10%
2. Advise on required packaging of cargo in accordance with International Air Transport Association (IATA) and International Maritime Dangerous Goods Code (IMDG) regulations.	10%
3. Complete marking and labelling of cargo in accordance with International Air Transport Association (IATA) and International Maritime Dangerous Goods Code (IMDG) regulations.	10%
4. Accurately generate air and ocean Dangerous Goods Declarations based on International Air Transport Association (IATA) and International Maritime Dangerous Goods Code (IMDG) regulations.	20%
5. Conduct internal trainings on Dangerous Goods Regulations and case studies.	10%
6. Keep updated standard operating procedures and manuals for Dangerous Goods.	10%
7. Conduct informational sessions for amendments and updates to the regulations.	10%
8. Ensure hazmat storage areas are adequately equipped with safety response gear based on the required emergency response guide.	10%
9. Conduct regular site visits to various locations to ensure hazmat compliance.	10%
<i>Total:</i>	<i>100%</i>

QUALIFICATIONS AND EXPERIENCE:

- Bachelor’s degree in Business, Engineering, HSSEQ or Supply Chain Management fields
- At least 2 years’ experience in handling and declaring classes 1 to 9 for both air and ocean shipments
- Previous training / certification in IATA and IMDG regulations from a recognized institution
- Up to date certification in Dangerous Goods training for air shipments from a recognized institution (at least 2 years current) would be considered an asset

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- Up to date certification in Dangerous Goods training for ocean shipments from a recognized institution (at least 3 years current) would be considered an asset
- Experience working with teams and communicating directly with clients
- Emergency response hazmat training would be considered an asset
- Train the trainer hazmat certification would be considered an asset
- Experience in Export / Import coordination would be considered an asset

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your supervisor.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken.
- Tag and report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet Key Performance Indicators, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** - suggest recommended actions rather than just ask for help, come up with innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.
- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes, and technical proposals.
- **Teamwork and Emotional Intelligence** - work well with others in the department, work well with other departments, build mutual trust and respect, develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.



WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.