



TITLE: HAZARDOUS MATERIALS SPECIALIST I/II/III

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under general direction, performs professional office and field work in support of the County's hazardous materials programs consistent with state mandates as a Certified Unified Program Agency (CUPA); responds to complaints and/or emergencies and performs site analysis of hazardous materials incidents; verifies compliance with requirements, inspects facilities for hazardous materials storage and hazardous waste disposal requirements throughout the County; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Environmental Health. No permanent full-time staff to supervise. May provide lead direction and / or coordination of support staff, and training to less experienced staff.

CLASS CHARACTERISTICS

This is a multi-level professional classification series in which incumbents may be assigned to any of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned hazardous materials specialist functions. When work knowledge has been developed, sound work habits demonstrated, and requirements have been met, an incumbent may be promoted to the next level in the Hazardous Materials Specialist series. Positions in this classification are flexibly staffed.

Hazardous Materials Specialist I: This is the entry-level classification in the Hazardous Materials Specialist series. Initially under close supervision, incumbents learn and perform routine duties related to the inspection, investigation, and enforcement of hazardous materials regulations. Positions at this level usually perform most of the duties required of the Hazardous Materials Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. As experience is gained, duties gradually become more diversified and are performed under more general supervision

Hazardous Materials Specialist II: This is the journey-level classification in the Hazardous Materials Specialist series. Positions at this level are distinguished from the Hazardous Materials Specialist I level by performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Hazardous Materials Specialist III: This is the advanced journey-level classification in the Hazardous Materials Specialist series responsible for performing the most complex work assigned to the series. Incumbents work independently to provide oversight and leadership for complex and sensitive hazardous materials programs. The Hazardous Materials Specialist III is distinguished from Hazardous Materials Specialist II in that the latter has program responsibility and exercises considerable independent judgment and discretion in the performance of assigned duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs a variety of duties in support of the County's hazardous materials programs in conformance with state mandates as a Certified Unified Program Agency to ensure consistent administrative requirements, permits, inspections and enforcement activities of designated environmental and emergency response programs; ensures all actions taken are compliant with statute, regulations, and best management practices for the hazardous materials industry.
- Schedules and conducts inspections for assigned facilities to monitor compliance with hazardous materials laws and ordinances and identify potential public health hazards; prepares and submits inspection reports documenting violations and corrective actions.
- Prepare inspection reports, legal notices, citations, letters of violation and other correspondence and reports for the enforcement of hazardous materials regulations.
- Investigates reports of hazardous materials spills or dumps from the public and other agencies; identifies hazardous substances and determines the probable source; oversees the abatement and clean-up of sites contaminated by hazardous materials; reviews and oversees the work of clean up contractors and technical consultants.
- Prepares correspondence and reports related to inspections, investigations, and hazardous materials management.
- Assists in gathering and evaluating data related to hazardous materials storage, treatment, disposal, reduction, and incident response plans.
- Reviews Hazardous Materials Business Plans, Spill Prevention, Control and Countermeasure (SPCC) Plans, Risk Management Plans (RMP) and Underground Storage Tank (UST) construction plans of hazardous materials facilities; provides information and assistance to businesses, other agencies and the public on compliance requirements.
- May issue citations and Notices of Violation for violating public health and environmental laws and regulations; recommends legal action; assists in preparing legal cases and testifies in court proceedings.
- Coordinates and presents training for internal staff, the regulated community, public and external organizations; prepares and modifies informational materials; conducts community presentations and workshops.
- Performs related duties as assigned.

Hazardous Materials Specialist II/III:

In addition to the above:

- Coordinates activities with other agencies, including law enforcement or oversight agencies; acts as a liaison between the division and federal, state and local agencies on hazardous materials matters.
- Responds to emergency incidents involving the release of hazardous materials; advises other agencies on appropriate safety precautions and monitors clean-up activities.

- Oversees the mitigation of hazardous substance releases during emergency or disaster situations, under the authority of the County's Health Officer.
- Issues citations and Notices of Violation for violating public health and environmental laws and regulations; recommends legal action; assists in preparing legal cases and testifies in court proceedings.

QUALIFICATIONS

Knowledge of:

- Principles and practices of hazardous materials management
- Properties of hazardous materials and safety practices for their handling and disposal.
- Principles of risk assessment and mitigation
- Certified Unified Program Agency's (CUPA) burden of proof for civil criminal and administrative cases as it relates to evidence provided by the division
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures pertaining to hazardous materials management
- Chemical, biological, physical and environmental science principles
- Multiple tiers of violations as it relates to enforcement
- Principles and practices of hazardous materials incident response
- Inspection and investigative techniques
- Underground storage tank (UST) construction, removal, and operation
- Operation, policies, and procedures of the Environmental Health Department
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Hazardous Materials Specialist II/III:

In addition to the above:

- Principles and purpose of multiple compliance documents including, but not limited to, Hazardous Materials Business Plan, California Accidental Release Prevention Program, Underground Storage Tank (UST) Program, Aboveground Petroleum Storage Act (APSA), Hazardous Waste Generator; and Tiered Treatment Permitting and related documents
- Local, regional and national law enforcement or oversight agencies involved in hazardous materials

Ability to:

- Respond to a diverse range of hazardous materials requests for service and support.
- Perform site analysis at hazardous material incidents to identify materials and appropriate response.
- Utilize diagnostic tools and equipment to identify substances.
- Coordinate services with multiple agencies.
- Oversee the work of contractors and consultants involved in hazardous materials clean up and site mitigation.

- Develop, coordinate, implement and evaluate hazardous materials management plans.
- Understand, interpret, and analyze all pertinent laws, codes, regulations, policies and procedures, and standards relevant to enforcing applicable regulations and guidelines.
- Simultaneously conduct multiple inspections and investigations, and accurately document findings and maintain appropriate records.
- Evaluate potential consequences and need for action, based on field observations, professional recommendations and laboratory results.
- Act quickly and calmly in emergency situations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Perform required mathematical calculations quickly and accurately.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Thirty (30) semester units or possession of a bachelor's degree from an accredited college, university, or other institution in one (1) or more of the following disciplines: biology or microbiology; chemistry or chemical engineering; physics or physical science; environmental science; geology or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene; hazardous materials management; or fire science or fire technology.

OR

- Registration as an Environmental Health Specialist.
- Other combinations of education and experience may be considered as outlined in section 15260 of Title 27 of the California Code of Regulations.

Hazardous Materials Specialist II:

- In addition to the above, two (2) years of increasingly responsible professional hazardous materials program experience equivalent to the class of Hazardous Materials Specialist I with a Certified Unified Program Agency (CUPA).

Hazardous Materials Specialist III:

- In addition to the above, two (2) years of increasingly responsible professional experience in the inspection and enforcement of hazardous materials regulations at a level equivalent to the class of Hazardous Materials Specialist II with a Certified Unified Program Agency (CUPA) for a total of four (4) years of experience.

License and Special Requirements:

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Must possess or obtain valid 40-hour Hazardous Waste Operations and Emergency Response Certification by the end of the probationary period.

Hazardous Materials Specialist II/III:

- Must obtain and maintain a valid International Code Council California Underground Storage Tank Inspector certification by the end of the probationary period.
- Must obtain and maintain a valid Aboveground Petroleum Storage Act Inspector certification by the end of the probationary period.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds occasionally and up to 30 pounds frequently, necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are frequently exposed to loud noise levels, cold and hot temperatures, dust and scents, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**