

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Hazardous Materials Specialist I/II/III
ALLOCATION: Environmental Health
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1997
REVISED: March 2014

JOB SUMMARY:

Develop and implement a variety of programs to track hazardous materials use, storage and disposal; assist in the development and implementation of County-wide CUPA programs; and perform related work as assigned. Positions in this class are flexibly staffed incumbents may advance to the higher levels after they have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

Hazardous Materials Specialist I:

Initially under supervisory guidance, incumbents perform the more routine field inspection and office assignments related to procedures and specific techniques required by the programs. As experience is gained, duties gradually become more diversified and are performed under more general supervision. This is the entry level in the hazardous materials series.

Hazardous Materials Specialist II:

Independently perform a variety of moderately complex inspection and regulatory duties. Incumbents are also expected to assist businesses in the development and implementation of emergency response programs and to respond in event of major emergencies. This is the journey level in the hazardous materials series.

Hazardous Materials Specialist III:

Independently perform the most in-depth, complex and technically dependent inspection and regulatory duties and provide lead direction to assigned staff. This is the advanced journey level in the hazardous materials series.

CLASS CHARACTERISTICS:

This position reports directly to the Hazardous Materials Supervisor. This class is distinguished from Hazardous Materials Supervisor in that the latter provides overall supervision of the hazardous materials programs.

EXAMPLES OF DUTIES:

Essential:

Hazardous Materials Specialist I:

- Review hazardous materials business plans and notify emergency response authorities regarding response to incidents on such sites.
- Conduct on-site facility inspections to verify business plans for operating compliance and to ensure the proper labeling of material, appropriate records maintenance, availability of protective clothing, waste disposal procedures, etc.
- Maintain a database related to the tracking of hazardous materials storage sites, including facility and ownership information, notification data, permit payment tracking and periodic reporting requirements.
- Provide information in person and in writing regarding the requirements for hazardous materials storage and disposal; interpret and apply appropriate laws and regulations; prepare and present public presentations regarding hazardous materials issues.
- Obtain information, contact owners or manufacturers, for the latest recommendations on containing spills and decontaminating the site and the effects of possible exposure.
- Subsequent to emergency response, investigate hazardous materials incidents or complains of contaminated sites; perform site analysis and collect evidence, use department approved test procedures to determine the nature and amount of contamination.
- Confer with legal staff regarding certain formal enforcement actions and contaminated site clean-up; develop case files and provide information for litigation.
- Track program revenue, time for oversight billing and contract expenses; prepare bills for surcharges for reimbursement by the State of California.
- Prepare inspection reports, legal notices, citations, letters of violation and other correspondence and reports for the enforcement of hazardous materials regulations.

Hazardous Materials Specialist II (in addition to the above):

- Develop and recommend standard operating procedures and forms related to the implementation of the hazardous materials program.
- Review and approve permits to operate, construct, modify and remove hazardous materials storage tanks.
- May provide technical advice or instruct others in work procedures.

Hazardous Materials Specialist III (in addition to the above):

- May direct the work of others on a project or day-to-day basis.
- Participate in the development of staff and take a lead role in development and implementation of environmental health/hazmat trainings.
- Review and update the Certified Unified Program Agency Inspection and Enforcement plan.
- Review and update the hazardous materials "Area" Plan.
- Oversee the mitigation of hazardous substance releases during emergency or disaster situations under the authority of the Health Officer.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May drive a motor vehicle in the course of duties to visit work sites and attend meetings.

EMPLOYMENT STANDARDS:

Knowledge of:

Hazardous Materials Specialist I:

- Basic concepts, principles and procedures of hazardous materials identification, storage and contamination mitigation.
- Enforcement and response agencies within the Federal, State and County governments for hazardous materials.
- Computer applications related to the work.
- Scientific arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Hazardous Materials Specialist II/III (in addition to the above):

- Methods and techniques of inspections and investigations.
- Applicable laws, codes and regulations.
- Principles and techniques of preparing effective written informational or educational materials.
- Emergency response procedures for hazardous materials.

Skill in:

Hazardous Materials Specialist I:

- Learning and performing professional hazardous materials inspection and enforcement work in a variety of assigned areas.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Understanding and following oral and written directions.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Hazardous Materials Specialist II (in addition to the above):

- Detecting hazardous conditions and obtaining compliance through education and/or legal action.
- Carrying assigned analytical projects through, from data gathering to completion.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Hazardous Materials Specialist III (in addition to the above):

- Planning, directing and reviewing the work of others on a project or ongoing basis.

Ability to:

Hazardous Materials Specialist I:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Perform focused environmental health/hazardous materials safety inspection techniques, inspections, investigation and enforcement.

Hazardous Materials Specialist II (in addition to the above):

- Use initiative and independent judgment with established procedural guidelines.
- Access, utilize, extract and if required, update data from state and local environmental health/hazmat databases.
- Detect unsafe conditions and public health hazards and secure their correction through education, voluntary compliance or legal action.

Hazardous Materials Specialist III (in addition to the above):

- Perform independent research and analysis and prepare accurate summary reports.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle to attend meetings and visit inspection sites.
- Strength, mobility and stamina to inspect various residential, commercial or industrial properties or other facilities where ground may be uneven or unpaved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office setting.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Maintain professional development and continuing education activities to meet program requirements as identified in California Code of Regulations, Title 27, Section 15260.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

HAZARDOUS MATERIALS SPECIALIST I:

MINIMUM: Bachelor's Degree from an accredited college or institution in one or more of the following disciplines: biological, chemical, physical, environmental or geological science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, hazardous material management.

PREFERRED: In addition to the minimum, one year of related experience in hazardous material management, regulation, analysis or research, environmental research, environmental health, monitoring, surveillance or enforcement, or resource recovery and possession of a valid certificate of registration as an Environmental Health Specialist issued by the State of California, Department of Health Services.

HAZARDOUS MATERIALS SPECIALIST II:

MINIMUM: In addition to the I-level requirements, one year of experience at a level equivalent to the County's class of Hazardous Materials Specialist I.

PREFERRED: In addition to the minimum, two additional years of experience at a level equivalent to the County's class of Hazardous Materials Specialist I and possession of a valid certificate of registration as an Environmental Health Specialist issued by the State of California, Department of Health Services.

HAZARDOUS MATERIALS SPECIALIST III:

MINIMUM: In addition to the II-level requirements, three years of experience at a level equivalent to the County's class of Hazardous Materials Specialist II.

PREFERRED: In addition to the minimum, additional years of experience at a level equivalent to the County's class of Hazardous Materials Specialist II and possession of a valid certificate of registration as an Environmental Health Specialist issued by the State of California, Department of Health Services.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Environmental Health Approval: Tej Maan
Date:

EEOC: B
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____