

CLASS SPECIFICATION

Yuba County

January 2007

CLASS TITLE: Hazardous Materials Specialist I/II/III

FLSA STATUS: Non-exempt

JOB SUMMARY:

Develops and implements a variety of programs to track hazardous materials use, storage and disposal; assists in the development and implementation of County-wide CUPA programs; performs related work as assigned.

CLASS CHARACTERISTICS:

Hazardous Materials Specialist I is the entry level in this specialist series. Initially, under supervisory guidance, incumbents perform the more routine field inspection and office assignments related to the implementation of hazardous materials ordinances and regulations, while learning County policies and procedures and specific techniques. As experience is gained, duties gradually become more diversified and are performed under more general supervision. This class is alternately staffed with Hazardous Materials Specialist II/III and incumbents may advance to the higher levels after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class.

Hazardous Materials Specialist II/III is the experienced level of this series, fully competent to independently perform a variety of inspection and regulatory duties. Incumbents are also expected to assist in the development and implementation of an emergency response program and to respond in the event of major emergencies. The Hazardous Materials Specialist III may provide lead direction to assigned staff.

EXAMPLES OF DUTIES:

Essential:

- Reviews hazardous materials business plans and approves permits to operate, construct, modify and remove hazardous materials storage tanks; notifies emergency response authorities regarding response to incidents on such sites.
- Conducts 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.
- Develops and maintains 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.
- Provides information in person and in writing regarding the requirements for hazardous materials storage and disposal; interprets and applies appropriate laws and regulations; prepares and presents public presentations regarding hazardous materials issues.
- Obtains information, contacts owners or manufacturers, for the latest recommendations on containing spills and decontaminating the site and the effects of possible exposure.
- Subsequent to emergency response investigates hazardous materials incidents or complaints of contaminated sites; performs site analysis and collects evidence, using department approved test procedures to determine the nature and amount of contamination.
- Confers with legal staff regarding citation and contaminated site clean-up; develops case files and provides information for litigation.
- Tracks program revenue, time for oversight billing and contract expenses; prepares bills for surcharges for reimbursement by the State of California.
- Develops and recommends standard operating procedures and forms related to the implementation of the hazardous materials program.
- May provide technical advice to or instruct others in work procedures or direct the work of others on a project basis.

QUALIFICATIONS:

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 County for hazardous materials.
Computer applications related to the work.
Business 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/III - In addition to the above:

Detecting hazardous condition and obtaining compliance through education and/or legal action.
Carrying assigned analytical projects through, from data gathering to completion.
Using initiative and independent judgment within established procedural guidelines.
Planning, directing and reviewing the work of others on a project or on going basis.
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.

Physical Demands:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and visit inspection sites.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

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

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Maintain professional development and continuing education activities to meet program requirements as identified in California Code of Regulations, Title 27, Section 15260.

Background: The minimum and preferred requirements are listed below:

Hazardous Materials Specialist I

Minimum: Graduation from an accredited college or university with a Bachelors Degree 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 above, one year of related experience in hazardous material management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery.

Hazardous Materials Specialist II

Minimum: Same as the "Preferred" requirements for Hazardous Materials Specialist I, plus one additional year of experience at a level equivalent to the County's class of Hazardous Materials Specialist I.

Preferred: Two years additional experience at a level equivalent to the County's class of Hazardous Materials Specialist I.

Hazardous Materials Specialist III

Minimum: Same as the "Preferred" requirements for Hazardous Materials Specialist I, plus three additional years of experience at a level equivalent to the County's class of Hazardous Materials Specialist II.

Preferred: In addition to the minimum requirements for Hazardous Materials Specialist III, additional years of experience at a level equivalent to the County's class of Hazardous Materials Specialist II.

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