

CLASS SPECIFICATION

Yuba County

January 2007

CLASS TITLE: Hazardous Materials Supervisor

FLSA STATUS: Non-exempt

JOB SUMMARY:

Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff; develops and administers a variety of programs to track hazardous materials use, storage and disposal; assists in the development and implementation of County-wide CUPA programs; monitors operations and environmental health activities to ensure program objectives are administered efficiently and effectively; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the full supervisory level in the Hazardous Materials Specialist series. Incumbents provide technical training, oversight, work review and direction to staff and perform the more difficult or complex inspection and enforcement issues; trains staff in departmental policies and procedures and ensure compliance with Federal, State and local laws, codes and ordinances. Duties may vary somewhat depending upon the program area to which assigned; however responsibilities include regular supervisory duties in addition to program planning, coordination and evaluation and the necessity to direct the work of staff performing programmatic assignments.

EXAMPLES OF DUTIES:

Essential:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff in work procedures; prioritizes and schedules assigned activities and projects; follows up to ensure timely coordination and completion of assigned work and administers discipline as required.
- Plans, implements, coordinates and provides day to day direction for one or more program area such as Underground Storage Tank (UST), Hazardous Materials Business Plan, Hazardous Waste, Above Ground Storage Tank (AGT), and California Accidental Release Prevention (CalARP) programs.
- Develops and recommends policies and procedures and drafts ordinances for assigned programs.
- Performs the full range or work of a Hazardous Materials Specialist, such as; inspections hazardous material and/or hazardous waste facilities, UST or AGT facilities, CalARP facilities; reviewing plans and designs for UST's and related systems; initiating mitigation, notification and enforcement activities and issuing permits as required.
- Responds to highly sensitive, complex or technical complaints from the public regarding unauthorized hazardous material or waste releases, abandoned hazardous materials and certification of proper remediation of clandestine drug labs; makes on-site visits to validate the nature of the complaint; follows-up with enforcement activities as required.
- Confers with and provides information to land and business owners, developers, residents, contractors and the public; represents the department and the County, makes presentations to groups and coordinates public meetings.
- Works with legal staff regarding enforcement proceedings, prepares legal actions and testifies in court as required.
- Prepares a variety of written materials, including notices and citations, correspondence, reports and educational materials; prepares periodic and special reports related to the program area(s) to which assigned.
- May provide technical advice to or instruct others in work procedures or direct the work of others on a project basis.
- Maintains accurate records and files related to area(s) of assignment.

Important:

- Uses sampling and testing equipment of the profession.

QUALIFICATIONS:

Knowledge of:

Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
Principles and practices of program development, implementation and review.
Principles and practices of safe handling, processing and storage of hazardous materials and hazardous wastes.
Principles and practices of environmental health programs.
Principles and practices of contaminated site remediation.
Principles and practices of various water, wastewater, soils and other samples.
Applicable laws, codes and regulations.
Enforcement and educational techniques related to the work.
Plan review and system design in areas of assignment.
Principles and practices of work safety.
Business arithmetic.
Record keeping and report preparation practices and techniques.
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.
Computer applications related to the work.

Skill in:

Planning, organizing, supervising, reviewing and evaluating the work of staff.
Developing and recommending policies and procedures related to areas of assignment.
Training staff in work procedures.
Assisting in the development and monitoring of an assigned program budget.
Planning, developing and implementing various environmental health programs.
Handling technical, complex and sensitive environmental health inspection and enforcement issues.
Interpreting, explaining and applying complex requirements, rules and regulations.
Reviewing plans and design specifications for compliance with environmental standards.
Preparing clear, accurate and effective reports, correspondence and other written materials.
Using initiative and independent judgment within established procedural guidelines.
Organizing own work, setting priorities and meeting critical deadlines.
Representing the County in meetings with groups and individuals.
Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.
Maintaining accurate records and files.

Physical Demands:

- Mobility to work in a typical office setting and use standard office equipment
- Ability to drive a motor vehicle to inspection sites and attend meetings.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Vision to read printed materials including 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:

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 and four years of professional environmental health experience with at least two years of supervisory or management experience.

Preferred: In addition to the minimum requirements, an advance degree from a four year college as indicated above and two additional years of experience at a level equivalent to the County's class of Hazardous Materials Specialist III.

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.