

County of Solano
Hazardous Materials Specialist (Entry)

Est. 04/06

DEFINITION

Under supervision, learns how to and conducts inspections, investigations, evaluations, reviews plans and reports, prepares written reports and records, processes permits and provides information to the public to ensure compliance and enforcement of regulations governing Hazardous Materials/ Hazardous Wastes; performs related duties as required.

CLASS CHARACTERISTICS

This is the entry level in the Hazardous Materials Specialist series. Under close supervision, incumbents perform inspections and investigations, and provide enforcement and consultation for a broad range of Hazardous Materials/ Hazardous Wastes regulations included in the Certified Unified Program Agency (CUPA) program. As incumbents gain experience, they are assigned routine inspections and investigations to perform more independently, but are still under review by the supervisor. Incumbents received training through an education and training program established in conformance with State Regulations so as to qualify for State Underground Storage Tank (UST) Inspector testing and certification.

This class is distinguished from that of the Hazardous Materials Specialist (Journey) in that the Hazardous Materials Specialist (Journey) has knowledge in performance of inspections, performs the full range of duties as assigned, works independently with general supervision and is certified as an Underground Storage Tank inspector by the International Code Counsel and the State of California or can be within six months of hire.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Hazardous Materials Supervisor and technical functional guidance from the Hazardous Materials Specialist (Senior).

Exercises no supervision

EXAMPLE OF DUTIES -- After sufficient training and demonstration of knowledge, skills and abilities, duties may include but are not limited to the following:

1. Learns CUPA programs, laws, regulations, functions, procedures, policies, standards and enforcement techniques.

2. With oversight or assistance, performs legally mandated CUPA program field activities and other activities required for hazardous materials, hazardous waste, and environmental programs. Enforce codes by giving notices of violation and recommendations for corrective action
3. With oversight or assistance, reviews and approve business' hazardous materials emergency response plans, conducts compliance inspections of facilities, provides training to owners and operators.
4. With oversight or assistance, inspects hazardous waste facilities for contingency plans and employee training and conducts compliance inspections of facilities for proper storage, disposal, treatment, handling, and records - keeping. Assist in the permitting and inspection of Tiered Treatment units. Assist in the coordination of inspections with the State Department of Toxic Substance Control (DTSC), Cal-EPA, and US-EPA as required.
5. Reviews and approves engineering plans and specifications for compliance with health and safety codes and regulations pertaining to underground storage tank systems with oversight or assistance from more senior staff; makes recommendations for changes to assure compliance and/or to improve the design.
6. Assists in reviewing and approving RMP documents, inspecting RMP facilities, and coordinating with State Office of Emergency Services (OES) and US-EPA for joint inspections.
7. May Assist in emergency response support to public safety agencies. Includes identification and proper use of personal protective equipment such as self contained breathing apparatus and protective clothing and an understanding of the Unified Incident Command structure. Assists with response to hazardous materials, radiological, biological, and terrorist incidents and assists in conducting analysis of unknown substances to determine their possible affect on human health and safety and to the environment. Becomes proficient with technical equipment used to monitor and detect hazardous materials/waste.
8. With oversight or assistance, inspects Spill Control and Countermeasure Plans (SPCC) and facilities to ensure proper planning, preparation, training, and response to incidents involving petroleum products stored in aboveground tanks.
9. With oversight or assistance inspects construction sites of borings, monitoring wells, and monitoring well destruction through the finished phase.
10. With oversight or assistance investigates complaints filed by the public involving hazardous materials/ hazardous wastes, including but not limited to, improper management and storage, improper disposal, and, odor. Use appropriate investigation techniques in response to complaints, including performing surveys and interviews, and coordination with other departments or agencies.

11. May collect samples of hazardous materials/hazardous wastes, soils, water, and other materials for laboratory analysis; interpret results.
12. May assist more experienced staff in complex investigations or in giving public presentations.
13. Assists in coordination with Federal, State, local agencies, and special districts to protect public health and assist in the proper management of hazardous materials and hazardous wastes.
14. May provide information and consultations concerning hazardous materials and hazardous wastes management requirements to the public after training is completed; provides written reports, letters and other correspondence
15. Provides information for the preparation of billing statements and collects fees in specialized circumstances
16. Obtains and maintains professional knowledge in applicable areas and keeps abreast of changes in job related rules, statutes, laws, and regulations; reads and interprets professional literature, attends training programs, workshops, and seminars as appropriate.
17. Performs related administrative tasks; prepares and writes required reports; obtains required training.

JOB RELATED ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

Basic principles of chemical, biological, physical, and environmental sciences that may include toxicology, organic chemistry, geology, hydrology, physics, and engineering.

SKILLS TO:

Develop expertise using specialized investigative tools, such as, HazCat chemical classifier kit, photo ionizing detector, combustible gas meter, colorimetric air sampling tubes, Global Positioning System (GPS), chemical concentration test strips, chemical concentration test kits, digital cameras, Coliwasa sampling tubes, bailers, and related tools.

Operate office equipment including a personal computer, telephone, voice mail system, copy and fax machines and printers.

Drive a motor vehicle.

ABILITY TO:

Establish and maintain effective working relationships with staff, other departments, general public, and others contacted in the course of work: demonstrated tact, diplomacy, and patience.

Communicate scientific, technical and procedural information clearly and effectively both verbally and in writing with all levels of employees and the general public; speak effectively before large formal and informal groups; prepare and present clear and concise narrative reports.

Maintain records and prepare, clear, concise and complete inspection reports; write other documents that general correspondence and technical reports.

Evaluate conditions and situations that may indicate violations of the California Health and Safety Code and associated regulations and respond accordingly.

Read, interpret, and apply laws and regulations regarding the management of hazardous materials and hazardous wastes.

Read and interpret plans and specifications accurately and compare them with actual construction in progress. Interpret engineering drawings and blueprint specifications and cuts sheets for compliance with Hazardous Materials/Environmental Health and Safety requirements.

Collect samples for laboratory analysis and interpret the results

Prioritize and coordinate assignments, duties, and projects; solve problems independently; negotiate solutions.

Work in various environmental conditions including incimate weather, remote locations, and under stressful emergency conditions.

EXPERIENCE AND EDUCATION/TRAINING

EXPERIENCE:

No experience required.

EDUCATION/TRAINING:

Must meet the educational requirements of Title 27, CCR, Section 15260(a)(3)(A)(ii) which requires a Bachelors degree from an accredited four-year college or university with major course work in biology, microbiology, chemistry, chemical engineering, physics, physical science, environmental science, geology or soil science, environmental health, environmental or sanitary engineering, toxicology, industrial hygiene, hazardous materials management, fire science, or fire technology.

SPECIAL REQUIREMENTS

Must meet the requirements of Section 15260 (d)(3)(B) of Title 27 of the California Code of Regulations, which requires a minimum of 100 hours of training or experience in regulatory enforcement techniques within six months of being hired.

Must obtain required health and safety training as per Title 8, California Code of Regulations, Section 5192, during the probationary period.

Must be a Certified Underground Storage Tank (UST) Inspector or have the ability to become a Certified UST Inspector by passing the International Code Council UST Inspector Certification test and demonstrate knowledge, skills, and abilities required to perform at the level of a Hazardous Materials Specialist- Journey within twenty-four months of being hired.

Possession of or ability to obtain a valid Class C California driver's license is required

Must pass a physical exam as condition of hire. May be required to establish a baseline and submit to an annual physical for hazardous materials response, including a spirometry test.

May be required to work weekends, holidays, and after hours including stand-by and on-call.

Candidates will need to successfully pass a post-offer drug screening test prior to employment.

SUPPLEMENTAL INFORMATION

Independent travel is required

Incumbents may be required to wear protective clothing and breathing apparatus where appropriate.

ADA COMPLIANCE

PHYSICAL ABILITY: Tasks require the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, and balancing stooping, kneeling, crouching, crawling, sitting, standing, and that may involve some lifting, carrying, pushing and /or pulling of objects and materials of moderate weight (20-40 pounds). Incumbents must be able to lift a self contained breathing apparatus weighing 35 pounds.

SENSORY REQUIREMENTS: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, odors, forms, textures, or physical appearance associated with job-related objects, materials, tasks, or people

ENVIRONMENTAL FACTORS: Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Yolanda Irigon
Director of Human Resources

Est. Date: April 12, 2006
BOS Date:
CSC Date: April 12, 2006