

County of Solano
Hazardous Materials Specialist (Journey)

Est. 04/06

DEFINITION

Performs work in the regulation, education and enforcement of environmental and public health and safety laws, rules and regulations and assists in the implementation of a specialized program pertaining to hazardous materials and waste management and remediation, Underground Storage Tanks (UST), Aboveground Storage Tanks (AST's) Risk Management Program (RMP), Certified Unified Program Agency (CUPA), and other related programs; may respond and conduct field activities during an emergency response.

CLASS CHARACTERISTICS

This is the journey level, professional classification in the hazardous materials specialist series. Incumbents work independently under general direction of the Hazardous Materials Supervisor and regularly apply their knowledge and experience in the regulation, permitting, inspection, emergency response, education and enforcement in such areas as hazardous materials management, hazardous waste management, hazardous materials incident response, UST's, and AST's. This class may assist with the permitting, inspection, and enforcement work for Local Oversight Program (LOP), Spills and Leaks Investigation and Cleanup (SLIC) program site assessment and cleanup, RMP submissions and inspections for extremely hazardous materials, and other related programs. Incumbents may assist in preparing and presenting education related to the program elements and compliance to staff, other agencies, and individuals subject to CUPA and LOP regulations.

This class is distinguished from the Hazardous Materials Specialist (Senior) in that the Hazardous Materials Specialist (Senior) performs the more complex and specialized work in the regulation and enforcement of environmental and public health and safety laws, rules, and regulations, and assists with planning and the implementation of the CUPA and LOP programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Hazardous Materials Supervisor.

Receives instruction and training from the Hazardous Materials Specialist (Senior)

May provide technical guidance to and assist with training of staff in the Environmental Health Services Division.

EXAMPLE OF DUTIES -- Duties may include but are not limited to the following:

1. Performs legally mandated CUPA program field activities and other activities required for hazardous materials, hazardous waste, and environmental programs including assisting with the training of others, including business owners and the public. Enforce codes by giving notices of violation and recommendations for corrective action
2. Review and approve business' hazardous materials emergency response plans, conduct compliance inspections of facilities, provide training to owners and operators.
3. Inspect hazardous waste facilities for contingency plans and employee training. Conduct 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.
4. Review plans and approve underground storage tank permitting for installation, operation, and closure of UST's. Inspect and evaluate training of UST operators and adequacy of UST monitoring and emergency response plans. Conduct mandated annual inspections of all UST's. Evaluate closure information and sample results to recommend appropriate follow-up by LOP or State agencies
5. 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.
6. Provide emergency response assistance to public safety agencies to include proper use of personal protective equipment such as self contained breathing apparatus and protective clothing. Responds 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. Maintain proficiency with technical equipment used to monitor and detect hazardous materials/waste.
7. 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.
8. May assist with the review and evaluation of site assessment, mitigation and remediation of hazardous waste/materials contamination sites and long term site mitigation projects.

9. Assists with community relations activities as assigned and may attend restoration advisory group meetings.
10. Analyzes, reviews, evaluates and approves engineering and construction plans, specifications, technical reports and blueprints for compliance with environmental health/hazardous materials issues.
11. 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; informs interested parties of recent developments in program responsibilities.
12. May assist with the preparation, research, coordination and presentation of training programs to staff, the public, other agencies or interested parties regarding CUPA and LOP regulations; may assist with training of Environmental Health Division staff.
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. Provides information and consultations concerning hazardous materials and hazardous wastes management requirements to the public; provides written reports, letters and other correspondence
15. Prioritizes field assignments; has continuing responsibility to assure field work is accomplished properly and on time; recommends solutions for operational problems to supervisor.
16. Assist in the preparation of enforcement actions through the District Attorney or by the Administrative Enforcement Order process for CUPA programs.
17. 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.
18. Performs related administrative tasks; prepares and writes required reports; obtains required training.
19. Provides information for the preparation of billing statements and collects fees in specialized circumstances
20. Inspects construction sites of borings, monitoring wells, and monitoring well destruction through the finished phase.

21. Investigates complaints filed by the public involving hazardous materials/hazardous wastes. Use appropriate investigation techniques in response to complaints, including performing surveys and interviews, and coordination with other departments or agencies.
22. Collects samples of hazardous materials/hazardous wastes, soils, water, and other materials for laboratory analysis; interpret results.

KNOWLEDGE OF:

Federal, State and local laws, and regulations governing the management of hazardous materials/wastes; underground and aboveground storage tanks; emergency response procedures for hazardous materials/waste incidents

Principles, practices and techniques of hazardous materials inspections, investigations, and enforcement including sampling methodology and technology.

Basic environmental sampling techniques and standards.

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

Practices followed in generating, transporting, and disposing of hazardous wastes.

Knowledge of Title 8 requirements for hazardous materials and hazardous waste personal protective standards.

Basic knowledge of enforcement tools and techniques, including case referrals to the District Attorney and the Administrative Enforcement Order process.

SKILLS TO:

Operate and interpret results of technical monitoring and sampling equipment, 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:

Work independently with general direction.

Identify hazards and recommend corrective actions.

Establish and maintain an effective working relationship with staff, other departments, the 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.

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.

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

Operate, troubleshoot and calibrate technical instrumentation.

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 inclement weather, remote locations, and under stressful emergency conditions

EXPERIENCE AND EDUCATION/TRAINING

EXPERIENCE:

Two years of experience in Hazardous Materials/Hazardous Waste Management or Environmental Health and Safety regulation and enforcement.

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 the probationary period.

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

Must be certified or obtain and provide proof of certification as an Underground Storage Tank (UST) Inspector from the International Code Council UST Inspector Certification test within six months from the date of hire.

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

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

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.

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, 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: 04-12-06
BOS Date:
CSC Date: 04-12-06