

## COUNTY OF SOLANO

### HAZARDOUS MATERIALS SPECIALIST (SENIOR)

Rev. 04/06

#### **DEFINITION**

Performs the more complex and specialized work in the regulation and enforcement of environmental and safety laws, rules and regulations and assists with planning and 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), Local Oversight Program (LOP)/SLIC and other related programs; may have responsibility to lead others in field activities and during emergency response.

#### **CLASS CHARACTERISTICS**

This is an advance journey level, professional classification in the hazardous materials specialist series. Incumbents in the class are required to regularly apply highly specialized knowledge and experience for regulation, permitting inspection, emergency response and enforcement work in such areas as hazardous materials management, hazardous waste management, hazardous incident response, UST's, AST's, LOP/SLIC site assessment and cleanup, RMP submissions for extremely hazardous materials, and other related programs. Any of these programs may require coordination with other agencies such as State and Federal EPA. Incumbents function with a high degree of independence and may serve in a lead capacity in performing field work and may provide training and education related to the program elements and compliance to staff, other agencies, and individuals subject to CUPA and LOP regulation.

This class is distinguished from the Hazardous Materials Supervisor in that the Hazardous Materials Supervisor is responsible for planning, developing and coordinating the implementation of the section and supervising and evaluating the work of the individuals and the team.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Hazardous Materials Supervisor.

May provide instruction and training of the professional staff and regulated community.

**EXAMPLES 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 to include interaction with and training of others, including business owners and the public.

2. Review and approve business' hazardous materials emergency response plans, conduct compliance inspections of facilities, provide training to owners and operators and prepare enforcement through the District Attorney or Administrative Enforcement Orders.
3. Inspect hazardous waste facilities for contingency plans and employee training. Conduct compliance inspections of facilities for proper storage, disposal, treatment, handling, records-keeping and Tiered Permitting. Prepare enforcement actions through the District Attorney or by Administrative Enforcement Orders. Coordinate inspections with the State Department of Toxic Substances 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 and prepare enforcement actions through the district Attorney or by Administrative Enforcement Orders. Evaluate closure information and sample results to recommend appropriate follow-up by LOP or State agencies.
5. Review and approve RMP documents, inspect RMP facilities, coordinate with California State OES and Federal EPA for joint inspections and manage change to RMP requirements through public outreach programs.
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 conducts analysis of unknown substances to determine their possible affect on human health and safety and to the environment. Maintains proficiency with technical equipment used to monitor and detect hazardous materials/waste.
7. Inspects Spill Control and Countermeasure Plans (SPCC) and facilities to insure proper planning, preparation, training and response to incidents involving petroleum products stored in above ground tanks.
8. May participate in working groups with State and other local officials to monitor and affect changes in laws and regulations regarding hazardous materials.
9. May assist the Hazardous Materials Supervisor and/or Environmental Health Manager with drafting of policies or procedures related to CUPA and/or LOP programs.
10. Review and evaluate site assessment, mitigation, and remediation of hazardous waste/materials contamination sites, and oversees complex soil, groundwater and hazardous waste/materials investigations.

11. May participate in long-term site mitigation projects and maintain liaison with local, State and Federal agencies associated with those projects. May participate in community relations activities as assigned and may serve as a technical advisor on restoration advisory groups.
12. Analyzes, reviews, evaluates and approves engineering and construction plans, specifications, technical reports and blueprints for compliance with environmental health/hazardous materials issues.
13. Coordinates CUPA, LOP and other environmental activities with other agencies and groups; informs interested parties of recent developments in CUPA and/or LOP programs; investigates complaints within CUPA and/or LOP programs; answers questions from the public.
14. May prepare, research, coordinate and present training programs for public and other agencies or individuals subject to CUPA or LOP regulations, including public outreach and changes to statute/regulations and new technology.
15. May implement training plan for professional staff in the field and office as required; prioritizes field assignments; has continuing responsibility to assure field work is accomplished properly and on time; recommends solutions for operational problems to the supervisor.
16. May develop and write proposals for grant application approval.
17. Maintains professional knowledge and expertise in applicable areas and keeps abreast of changes in job-related rules, statutes, laws, regulations and business trends; may prepare recommendations for policy change; reads, interprets and applies professional literature; attends training programs, workshops and seminars as appropriate and necessary.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **KNOWLEDGE OF:**

Federal, State and local laws and regulations governing management of hazardous materials/ wastes; underground and above ground storage tanks; risk management plans; hazardous waste onsite treatment, emergency response procedures for hazardous materials/hazardous waste incidents.

Principles, practices, and techniques of hazardous materials inspections, investigations and enforcement.

Quality assure and quality control techniques as they relate to investigate including sampling methodology and technology.

Collection and preservation of evidence.

Rules of evidence; the administrative hearing process; and general enforcement tools and techniques.

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

Complex environmental sampling techniques and standards.

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

Knowledge of Title 8 requirements for Hazardous Materials/Hazardous Waste personal protection standards.

Knowledge of tools and techniques, including case referrals to the District Attorney and Administrative Enforcement Order (AEO) procedures.

**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, copy and fax machines and printers, digital cameras and GPS units.

Drive a motor vehicle.

Operate and interpret results of technical monitoring and sampling equipment.

**ABILITY TO:**

Identify hazards and recommended corrective actions.

Interpret and enforce environmental and public health principles and regulations.

Read and interpret construction plans.

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

Maintain records and prepare clear, concise, and complete technical reports; write a variety of other documents, which may include press releases, general correspondence, and technical reports; perform public relations activities.

Operate, troubleshoot and calibrate technical instrumentation.  
Conduct research; develop logical and clear conclusions.

Make oral presentations to large and small groups.

Communicate clearly and effectively both verbally and in writing with all levels of employees, the news media, and the general public; speak effectively before large and small groups, both formal and informal.

Work under stressful emergency conditions.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **EXPERIENCE:**

Three years of experience in Hazardous Materials/Hazardous Waste Management or Environmental Health and Safety regulation and enforcement of which at least one year of experience must be in hazardous materials/hazardous waste management; considerable and responsible experience directly related to the specific program assignment.

#### **EDUCATION/TRAINING:**

Must meet the educational requirements of Title 27 CCR Section 15260 (a)(3)(A)(ii) which includes a Bachelors degree from an accredited four-year college or university, preferably with major coursework in Environmental Health Science or a closely related field.

### **SPECIAL REQUIREMENTS**

Must be a Certified Underground Storage Tank (UST) Inspector by the International Code Council

Must meet the requirements of Sections 15260 (d)(3)(A) and 15260(d)(3)(B) of Title 27 of the California Code of Regulations, which requires a minimum 100 hours of training or experience in regulatory enforcement techniques.

Must meet required health and safety training as per Title 8, California Code of Regulations, Section 5192.

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 a condition of hire. May be required to establish a baseline and submit to an annual physical for hazardous materials response, including 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, and crawling, sitting, standing and which 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.

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**Yolanda Irigon**  
**Director of Human Resources**

**Established Date:**

**BOS Date:**

**CSC Date:** April 12, 2006