

## COUNTY OF SOLANO

### HAZARDOUS MATERIALS SPECIALIST SUPERVISOR

REV. 04/06

#### **DEFINITION**

Supervises the personnel involved in the inspection, investigation and enforcement of Environmental Health and Safety laws and regulations for CUPA and LOP; directs a major work unit in the Division, under the direction of the Environmental Health Manager, plans, organizes, manages and administers CUPA and LOP programs within the Environmental Health Division; assists in performing analysis of complex and problems affecting program efficiency and improvement with the Environmental Health Manager. Under direction, maintains liaison with Federal, State, regional and local agencies and other County Departments regarding environmental policies and procedures. Serves as a member of the department's supervisory team.

#### **CLASS CHARACTERISTICS**

This class describes the line supervisor in the Hazardous Materials Specialist series. Employees in this class are responsible for the supervision of professional staff assigned to a major work unit in the division and multiple specialized hazardous materials programs within the Environmental Health Division including the Certified Unified Program Agency, Local Oversight Program and emergency response activities for both incorporated and unincorporated areas of the County. Incumbents work within policies and direction established by the Department. Incumbents are responsible for organizing, and administering the workloads of staff through day-to-day supervision, and establishment of staff performance guidelines and goals and objectives. Incumbents also assist the Environmental Health Manager with long-range planning of programs, and with development of policies and procedures for assigned programs. This class assists in budget planning and forecasting, establishment of proposed fees to support the cost of assigned programs, and with monitoring expenses and revenues. This position assists the Environmental Health Manager during emergency response activities.

This class is distinguished from that of Environmental Health Manager in that the Environmental Health Manager is responsible for the overall direction of the Division and the development and implementation of goals and objectives.

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

Receives general direction from the Environmental Health Manager.

Exercises supervision over professional staff.

**EXAMPLES OF DUTIES** – Duties may include but are not limited to the following:

1. Plans, directs, coordinates, supervises, and evaluates the work of subordinate professional staff; interprets and implements policies, regulations, procedures and programs for the work unit and assigned programs.

2. Provides recommendations to the Environmental Health Manager for selection, hiring, and promoting personnel.
3. Assigns and monitors work and conducts routine and written evaluations of professional level environmental health staff.
4. Prioritizes workload and ensures that work, inspections, or investigations are completed in accordance with the appropriate laws, established guidelines and divisional and program policy and procedure. Ensures program deadlines are met.
5. Assists the Environmental Health Manager in development and review of operational policies and procedures; identifies operational problems or inefficiencies and recommends corrective action.
6. Assist with the preparation of fiscal and operation reports for assigned programs in preparation of the divisional budget and annual program reports by collecting and analyzing statistical data, identifying and evaluating workload for unit personnel and calculating staff hours to perform that work.
7. Monitors and evaluates program activities and budget revenues and expenditures for program elements of the assigned section.
8. Recommends, to the Environmental Health Manager, goals, objectives, policy and procedures regarding program planning, evaluation and improvement. Monitors progress towards meeting goals and objectives and ensures proper implementation of policies and procedures.
9. Attends and participates in Board and Commission meetings to address program issues, makes oral presentations to these groups, and responds to public or member questions.
10. Advises and attends community groups and commission regarding issues of environmental health for CUPA and LOP.
11. Reviews and approves field inspection reports, construction plan approvals pertaining to environmental health issues for CUPA and LOP, written correspondence, and activity logs.
12. Composes and reviews correspondence and staff reports; evaluates and reports unit activities to the Environmental Health Manager; may represent the Division in the absence of the Division Manager.
13. Develops training plans for initial and ongoing refresher training of professional staff to meet State of California requirements.
14. May hear complaints and make decisions regarding their disposition as required.

15. Acts as liaison; communicates with media, industry and other governmental agencies regarding current events and public information reporting; provides emergency response as technical advisor to Police and Fire Agencies.
16. Reviews legislation and prepares written analysis and recommendations; works with Environmental Health Manager to develop new ordinances and regulations.
17. May develop and write proposals for grant application approval.
18. Communicates directly with the Environmental Health Manager on administrative matters as appropriate.
19. Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate
20. May be assigned other administrative and supervisory responsibilities.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**KNOWLEDGE OF:**

Principles of Supervision.

Thorough knowledge of County Government, State Government and other governmental agencies involved in the environmental health programs.

Principles and practices of Environmental Health inspection, regulation and enforcement, and the laws and regulations pertaining to Environmental Health and Safety, including requirements of CUPA and LOP.

Principles and methods to properly respond to, contain, analyze and dispose of spills of hazardous substances.

Principles of chemistry and chemical reactions; statistical methods and analysis; principles and practices of scientific and technical problem solving; laws codes, regulations, and policies affecting the programs, and operations of the department.

Working knowledge of the methods and techniques used to sample, transport, identify and analyze health-threatening organisms and substances and collect environmental data. Proven techniques and methodologies to conduct scientific and regulatory investigations.

Public relations, conflict resolution and scientific and technical problem solving.

Office computer applications.

**SKILLS TO:**

Operate office equipment including a personal computer, copy and fax machines and printers, digital camera and GPS unit.

Drive a motor vehicle. Operate and interpret results of technical monitoring and sampling equipment.

**ABILITY TO:**

Plan, direct, organize, and evaluate projects, operations, and services in assigned programs.

Supervise, direct, train, and coach staff. Conduct formal evaluations. Oversee and direct staff development and employee training. Recognize the need to administer the disciplinary process.

Read, interpret, apply, and explain applicable codes, rules, and regulations.

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

Assist the Environmental Health Manager in development of recommended operational and administrative procedures relating to assigned programs and implement them.

Assist the Environmental Health Manager by identifying needs and evaluate program effectiveness.

Review and interpret impact of legislative changes.

Assist the Environmental Health Manger in the development of recommended innovative solutions for difficult and complex environmental management problems.

Recognize problems, analyze and evaluate complex environmental data; develop recommendations or solutions and take appropriate actions.

Develop recommended goals and objectives for assigned program areas. Oversee the development of staff members goals and objectives.

Assist in preparation of budgets, funding proposals, and narrative and statistical reports. Evaluate financial and budgetary information.

Establish and maintain effective working relationships with staff, other departments and the general public; demonstrate tact, diplomacy, and patience.

Understand and use sophisticated monitoring equipment during materials testing.

Analyze technical and administrative problems.

Researches regulations, procedures and/or technical reference materials related to environmental health programs for CUPA and LOP programs.

Maintain accurate records and document actions taken.

Input, access and analyze data using a computer. Prepare written reports and recommendations based on results of data.

Maintain confidentiality of information.

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, including one (1) year of lead experience; considerable experience in responsible and extended public contact.

#### **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.

OR

Registration by the State of California as a Registered Environmental Health Specialist in accordance with Division 104, Chapter 4, Article 1, Section 106600 (et sequiter) of the California Health and Safety Code.

#### **SPECIAL REQUIREMENTS**

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

Must meet the requirements of Section 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.

**SUPPLEMENTAL INFORMATION**

Independent travel 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.

**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 objectives, materials, tasks or people.

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

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

**Revised Date:** January 2005  
**BOS Date:** June 30, 2003  
**CSC Date:** January 12, 2005

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