



CLASS SPECIFICATION

03/12/2020

Hazardous Materials Specialist, 7324

Summary of Duties: A Hazardous Materials Specialist identifies, researches, and resolves environmental issues in the areas of regulatory compliance, environmental health, public health and environmental protection; interprets, implements, and enforces local, state, and federal laws and regulations governing the Certified Unified Program Agency (CUPA) and spill release or abandonment of hazardous materials and hazardous waste; makes recommendations in accordance with environmental policy and relevant technical information; performs field inspections and research to gather, organize, and analyze environmental data; conducts studies to evaluate the environmental health impacts of community businesses and activities to ensure business and community compliance with environmental laws and regulations; and other related duties.

Class Characteristics: A Hazardous Materials Specialist applies scientific theory and methods to identify, research, and resolve environmental issues in the areas of regulatory compliance, environmental health, public health and environmental protection. Initially incumbents receive close supervision and training in a wide variety of environmental matters. Incumbents learn the necessary knowledge and skills to perform the less complex scientific and professional office and field work.

After the initial training period, an employee in this class is expected to perform journey-level scientific and professional level office and field work. Individuals at this level work independently under minimum supervision and ensure compliance with environmental laws and regulations. The final work product is reviewed with regard to scientific and technical soundness and appropriateness for accuracy, thoroughness, consideration of all relevant factors, and compliance with departmental and environmental policies.

A Hazardous Materials Specialist may serve as technical expert or act as a lead worker to other staff members.

The Hazardous Materials Specialist is distinguished from the Environmental Specialist and an Environmental Compliance Inspector in that the Hazardous Materials Specialist primarily identifies, researches, and resolves environmental issues and regulations governing the Certified Unified Program Agency.

Example of Duties:

- Conducts field inspections and research to gather, organize, and analyze environmental data;
- Performs studies to evaluate the environmental health impacts of community businesses and activities to ensure business and community compliance with environmental laws and regulations such as the Certified Unified Program Agency and other environmental/public health laws, regulations, and requirements;

- Assists with the development and preparation of studies related to regulatory compliance, environmental hazardous materials impacts and potential impacts, and related scientific issues;
- Reviews and approves applications, plans, and other documents for compliance with environmental/public health laws, regulations, and requirements;
- Performs technical review of documents and plans including, but not limited to, the Hazardous Materials Business Plans in the California Environmental Reporting System (CERS) to ensure compliance;
- Assists applicable industries with the filing of hazardous materials disclosure and emergency response plans;
- Coordinates assigned functions and projects with other government agencies concerned with environmental regulation and compliance, as necessary;
- Attends various regulatory and governmental meetings to address program and environmental issues and may testify in court and before administrative bodies;
- Responds to public inquiries and complaints;
- Investigates complaints related to hazardous materials waste and identifies the source and quantity of hazardous materials/waste and responsible parties, and meets with business owners and operators to discuss problems and develop solutions to achieve compliance;
- Ensures proper maintenance of records, data, and reports;
- Conducts inspections of facilities that generate hazardous waste or handle hazardous materials to determine the nature of the facility operation, potential hazards, types of chemicals used, handling, storage and disposal methods, and compliance with applicable codes;
- Performs various standardized environmental and occupational tests, and technical field tests; collects field samples and evaluates data from instrument readings;
- Responds to emergency incidents or disasters involving the spill or release of hazardous materials/waste or threats to public health and the environment;
- Prepares reports, notices of violation, enforcement orders, verbal and written briefings and evidence such as photographs and statements regarding findings from inspections and investigations and makes referrals and works closely with various prosecutorial agencies to adjudicate cases;
- Assists with initiating enforcement orders;
- Presents evidentiary findings and recommendations from inspections and investigations to supervisor;
- Coordinates and participates with law enforcement, fire, health and other governmental agencies in joint inspections, investigations, and clean-up activities;
- Attends training in the use of emergency protective gear and learns to calibrate, operate and maintain instruments;

- Participates in classroom and field training in the conduct of inspections, emergency response procedures, bioterrorism and chemical emergency responses, and familiarization with interagency protocols;
- Assists with implementing administrative and inspection requirements for environmental grants and coordinates with state, city, and business stakeholders to facilitate implementation of grant requirements; and
- May assist in staff training.

REQUIREMENTS:

1. Bachelor's Degree from an accredited four-year college or university with a major in health science, public health, natural science, physical science, environmental science, or a related field with at least 30 semester or 45 quarter units of basic biological, physical, or environmental science courses; **or**
2. Possession of a valid Registered Environmental Health Specialist certificate issued by the State of California Department of Public Health; **or**
3. Possession of a Master's Degree from an accredited college or university in health science, public health, natural science, physical science, environmental science, or a related field.

Incumbents must possess or acquire the following State of California mandated certifications prior to completion of the probationary period:

- A valid Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-Hour course certification;
- A valid Aboveground Petroleum Storage Act (APSA) Tank Inspector certification;
- Any registration or certification required of a Unified Program Agency Inspector or the duties assigned to this position.

License: A valid California Class C driver's license and a good driving record are required.

Physical Requirements: Incumbents may be required to bend, stoop, climb and lift moderate weights while performing inspections, investigations, site reviews and associated tasks; don personal protective gear required for response to hazardous materials spills, biological materials, or other threats; perform all such tasks under a wide range of temperature conditions and have the ability to pass a respiratory protection program examination.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.