



CLASS SPECIFICATION

03/12/2020

Hazardous Materials Supervisor, 7325

Summary of Duties: A Hazardous Materials Supervisor, under the general direction of the Risk Management Prevention Program Manager, supervises, plans, and coordinates the activities of the Certified Unified Program Agency (CUPA) staff, which includes project management; evaluating and making program improvement recommendations; applies sound supervisory principles and techniques in building and maintaining an effective workforce and fulfills equal employment opportunity responsibilities.

Class Characteristics: A Hazardous Materials Supervisor is the advanced subject matter expert within this career series and may complete the more complex and difficult scientific evaluations and investigations of CUPA regulatory compliance. Under direction from the Risk Management Prevention Program Manager, the incumbent performs supervisory functions, which includes arranging, directing, prioritizing, reviewing, and evaluating the CUPA staff members' work processes and final products; conducting performance evaluations; and implementing and enforcing standard operating policies and procedures for CUPA scientific, professional, and technical staff members.

Example of Duties:

- Plans, organizes, and reviews the work of scientific, professional and technical staff engaged in the CUPA program;
- Monitors processes and timelines, and evaluates the final product;
- Provides direction and guidance on unusually complex and sensitive environmental issues and projects;
- Supervises, trains and evaluates staff;
- Investigates and resolves personnel matters concerning disciplinary actions and employee relations;
- Oversees the preparation of analyses, reports, and correspondence on environmental matters;
- Participates in the development and implementation of new policies, procedures, programs, regulations, and guidelines related to the Certified Unified Program inspections, enforcement, compliance, and scientific studies;
- Assists with developing, administering program budget, and monitoring operating costs, and proposing fees adjustments;
- Serves as technical expert and project leader in complex studies, investigations and projects;
- Provides a variety of expert consultation regarding complex environmental issues and regulatory and compliance issues;
- Represents management in various meetings;

- Organizes seminars, conferences, and symposiums to share information with the public, environmental interest groups, and the regulated business community;
- Provides in-service training, public information, and educational programs;
- Responds to sensitive complaints and inquiries including information requests from the media;
- Implements and enforces equal employment opportunity policies; and
- May occasionally be assigned miscellaneous duties for training and/or emergency purposes.

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; **and**
2. Two years of full-time paid professional Unified Program Agency experience conducting environmental inspections and enforcement, program analysis or research, or conducting or monitoring environmental surveillance programs.

Note: Possession of a Master's degree from an accredited college or university majoring in health science, public health, natural science, physical science, environmental science, or a related field may be substituted for one year of the required professional work experience noted in Requirement No. 2.

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

1. A valid Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-Hour course certification;
2. A valid Aboveground Petroleum Storage Tank (APSA) Inspector certification;
3. Any additional registration and certification required of any Unified Program Agency inspector to be able to perform the duties of a Hazardous Materials Supervisor.

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.