



CLASS SPECIFICATION

06-08-2017 RISK MANAGEMENT AND PREVENTION PROGRAM SPECIALIST, 7980

Summary of Duties: The Risk Management and Prevention Program Specialist develops and evaluates release prevention program review criteria and quantitative standards and guidelines regarding risk management program implementation for consistency with federal, state and local laws and regulations; serves as the technical advisor for highly hazardous materials management; and does related work.

Class Characteristics: The Risk Management and Prevention Program Specialist is responsible for the technical review and engineering evaluation of risk management plans as well as audits and inspections of stationary sources to ensure compliance with the California Accidental Release Prevention (CalARP) Program.

The Risk Management and Prevention Program Specialist receives general direction from the designated manager and assists the manager with the planning, organizing, administration, development and implementation of the Certified United Program Agency (CUPA) program and any other environmental or fire and life safety programs managed within the department. The Los Angeles Fire Department (LAFD) established the CUPA program under the auspices of the California Environmental Protection Agency's regulatory program to create a more cohesive, effective and efficient program for the regulation of hazardous waste and hazardous materials

Examples of Duties: A Risk Management and Prevention Program Specialist:

- Provides technical reviews of risk management plans and exercises independent judgment regarding highly hazardous materials' risk management and prevention programs through written findings and recommendations;
- Reviews technical reports, business plans and inventory disclosures submitted to the Fire Department to identify existing and/or potential hazards to firefighters, community and the environment;
- Provides reviews of process hazard analysis and hazard assessment studies and evaluates deficiencies;
- Conducts chemical process safety evaluations and audits/inspections of facilities and provides technical assistance to encourage and enforce the progressive management of highly hazardous materials in the City of Los Angeles;
- Provides technical assistance and expertise in meetings, workshops, and professional seminars for governmental agencies, industrial management, professional groups, and the public to promote the CalARP Program;
- Serves as a technical resource to Fire Department by providing expert advice on chemical process industry safety programs to protect the environment and the health and safety of the public and emergency response personnel;
- Prepares clear, concise and technically sound reports based upon observations and findings;

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- Conducts inspections and implements all necessary actions to bring facilities into compliance with laws and regulations associated with the regulatory programs mandated under the CUPA and fire code;
- Assists the designated manager with the planning, organizing, administration, development and implementation of the CUPA and any other environmental or fire and life safety programs managed under the CUPA Section;
- Provides and develops technical training for inspectors and staff as directed;
- Assists the program manager with development and implementation of policies, guidelines and training criteria for the CUPA program;
- Coordinates with federal, state, and other local governments, as well as the public and regulated community, regarding compliance with the CUPA program and fire and life safety issues;
- Acts as lead directing the tasks of personnel assigned to the CUPA Section on special projects and technical reviews;
- Provides technical support to staff in obtaining and evaluating technical and non-technical data relating to the CUPA program and any other environmental or fire, life and safety programs managed by the CUPA Section and interfaces with participating agency technical personnel regarding these issues;
- Reviews and approves documents relating to the CUPA and other environmental and fire, life and safety programs as directed;
- Performs as the bureau's Subject Matter Expert regarding industry processes and risk management;
- Participates in CUPA and participating agency program audits and provides assessment and recommendations as requested;
- Attends training courses and seminars relating to the implementation and enforcement of the CUPA as directed;
- Conducts and attends meetings regarding the Unified Program as directed;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

QUALIFICATIONS:

Knowledge of:

- Chemical processes, including the theories, practices and techniques of chemical manufacturing and chemicals used in manufacturing processes;
- Chemical process control equipment, instrumentation, and techniques;
- Fundamental chemical specialties such as mass transfer, heat transfer, fluid flow, and material balance;
- Mechanical and structural design aspects of chemical facilities;
- Basic unit operations involved in chemical manufacturing;
- Methods and techniques involved in controlling air contaminants originating from industrial operations, including knowledge of equipment used for secondary containment of accidental process releases;
- Federal, state and city law and regulations relating to accidental release prevention and air pollution control;
- Principles and objectives of air pollution control;
- Probabilistic risk assessment as it pertains to chemical manufacturing facilities;
- Safety principles and practices;

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- Chemistry and laboratory techniques including toxicology, hazardous materials identification, biology and geology;
- Principles of environmental health;
- Effects of hazardous materials and their interaction with the environment;
- State and federal laws and regulations regarding hazardous materials and hazardous waste management;
- Interviewing techniques and environmental hazards investigations;
- CUPA program administration and implementation.

Ability to:

- Evaluate potential effects of air contaminants, including acutely hazardous material on public health and the environment;
- Apply criteria and quantitative standards for making risk assessments;
- Prepare criteria analyses of chemical plant operating procedures and programs and make sound recommendations for changes in procedures where indicated;
- Conduct on-site inspections of chemical manufacturing facilities to determine the potential impact of an operation involving acutely hazardous materials upon the public and the environment;
- Oversee and review contract work performed by expert consultants;
- Work as a member of a multi-disciplinary team;
- Give suitable assignments and instructions to technical and non-technical workers when required;
- Meet and work with government officials, the public, industrial representatives, and others on matters relating to the CUPA program;
- Develop clear, concise and technologically sound reports and correspondence based upon observations and findings;
- Learn, use, test, develop and train others on various types of electronic and/or manual recording information systems used within the CUPA program;
- Read, understand and apply laws, regulations and policies relevant to environmental compliance work;
- Learn and apply the general environmental technologies, principles, methods, problems, and investigative techniques relating to hazardous materials and hazardous waste management;
- Operate a city-approved means of transportation for travel to work sites;
- Assist management with state audits as well as CUPA and participating agencies' evaluations;
- Be available "on-call" to respond to incidents after hours, weekends, and holidays as required.

REQUIREMENTS

1. Graduation from an accredited four-year college or university with a bachelor's degree in biological, chemical, physical, environmental, or soil science; environmental health; chemical, mechanical, or environmental engineering; toxicology; industrial hygiene; or a related field; and

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2. Three years of full-time paid experience in the development and implementation of risk management plans, accidental release prevention and process safety management in chemical process industries; or
3. Three years of full-time paid experience in the regulation of federal and/or state risk management and accidental release prevention programs or advanced hazardous materials management.

Registration as an Environmental Health Specialist may be substituted for the required education. A master's degree in chemical, mechanical or environmental engineering may be substituted for one year of the required experience.

Registration as a professional engineer in the State of California is desired but not required.

Candidates must possess or complete the following certifications within 180 days of hire:

- 40-hour HAZWOPER course certification;
- Aboveground Petroleum Storage Act (APSA) Tank Inspector certification;
- International Code Council "California UST Inspector" certification.

LICENSE: A valid California driver's license is required.

Physical Requirements:

Candidates must meet such medical and physical standards as the Board of Civil Service Commissioners may prescribe.

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, responsibilities, and required qualifications of any position shall be.