

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION
CHEMICAL CONTROL (HAZARDOUS MATERIALS) SPECIALIST III**

GENERAL DUTIES: Under the supervision of the Fire Marshal, enforce the requirements of Federal, State and Local regulations and ordinances related to industrial/commercial wastewater, hazardous material, underground storage tanks and fire codes as they apply to hazardous materials. The Specialist III level is an advanced journey level and lead-worker position. The Specialist III level is distinguished from the lower level of Specialist II in that the Specialist III level is expected to take on additional technical skills in the area of Fire Code Plan review and Risk and Fire Hazard Assessment activities. The Specialist III will meet the Specialist II requirements with working experience in all program areas, requires relatively little supervision in the enforcement of the laws and regulations, and also serve as a technical resource and trainer to the Specialist I and II levels. Incumbents accomplish both routine and complex investigations and exercise judgment in applying appropriate enforcement and mitigation techniques.

GENERAL REQUIREMENTS:

Personal Appearance – Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. When required, respond to hazardous materials incidents and provide technical support to the Incident Commander as requested. While not act in the capacity of providing mitigation activities, be trained and capable of performing risk assessment and field hazard identification.

2. Evaluate applications related to fire code and fire safety, wastewater discharge, hazardous materials and underground tank installation and removal.
3. Write permit conditions related to fire code, pretreatment and hazardous materials.
4. Conduct regulatory inspections of facilities and equipment.
5. Conduct plan checks and write permits to ensure compliance with fire code, hazardous materials and pre-treatment codes and ordinances.
6. Enforce applicable ordinances and regulations and issue notice of violations.
7. Maintain permit file records in accordance with policies.
8. Obtain environmental samples of various matrices.
9. Conduct investigations, gather evidence, prepare investigative reports and testify in court.
10. Provide technical assistance at the public counter.
11. Provide program related inter-departmental training.
12. Operate specialized analytical equipment.
13. Provide oversight of soil remediation and monitoring projects.
14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Effective report writing.
2. Customer service techniques.
3. Perform field inspections, investigations and surveys as necessary.
4. Maintain public relations with courtesy and tact.
5. Work effectively as part of a group.
6. Obtain environmental samples.
7. Basic computer operations.

KNOWLEDGE: Knowledge of:

1. Federal, State and Local laws relating to the “Clean Water Act”, Pre-treatment of Industrial Wastewater, Underground and Aboveground Storage Tanks, Hazardous Materials and Hazardous Waste, Toxic Gas Regulations, the Uniform Fire Code and related safety, health, and environmental regulations.
2. Instructional methods and public speaking.
3. Industrial and chemical processes.
4. Methods of industrial waste treatment.
5. Flow measuring equipment and practices.
6. Methods and techniques of proper monitoring and sampling or pretreatment and hazardous materials protocols.
7. Safety regulations.
8. Enforcement protocol.
9. Chemical hazards.
10. Risk and Fire Hazard Assessment.

ABILITIES: Ability to:

1. Understand and interpret applicable codes, laws, ordinances, and regulations.
2. Write reports clearly and maintain effective filing system.
3. Evaluate analytical laboratory reports.
4. Prioritize work assignments.
5. Follow instructions and procedures.
6. Work in the field without close supervision.
7. Provide Technical Lead and Instruction to Specialists and Technician level staff.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone

4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Typewriter
8. Microfiche reader
9. Polaroid or digital camera
10. Automobile, truck or van
11. Paper shredder and cutter
12. Computer scanner
13. Specialized computer software
14. Specialized tools and equipment used in obtaining water samples
15. Handcart or dolly
16. Pager or two-way radio
17. PH meter
18. Gas detector
19. Lifting sampling equipment
20. Crowbar/hook
21. Van-mounted hoist
22. Safety goggles, booties, gloves, shoes, masks and helmets
23. Disposable latex gloves
24. Disposable tyvex coveralls

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include traveling in a vehicle, performing inspection and enforcement activities, transporting and utilizing sampling equipment, handling files, briefcases, books, binders, and other work material or equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections or enforcement activities.
3. Standing, when conducting site visits, inspections or enforcement activities.
4. Kneeling, when conducting site visits, inspections or enforcement activities.
5. Bending/stooping, when conducting site visits, inspections or enforcement activities.
6. Squatting/bending, when conducting site visits, inspections or enforcement activities.
7. Crawling, when conducting site visits, inspections or enforcement activities.
8. Climbing, ladders or stairs when conducting site visits, inspections or enforcement activities.
9. Balancing, when using ladders during site visits, inspections or enforcement activities.
10. Twisting, when conducting site visits, inspections or enforcement activities.
11. Reaching, when conducting site visits, inspections or enforcement activities.
12. Carrying, equipment and tools during site visits, inspections or enforcement activities.
13. Pushing/pulling, handcart during site visits, inspections or enforcement activities.
14. Lifting, at least 50 lbs., during site visits, inspections or enforcement activities.
15. Driving, to other facilities when conducting site visits, inspections or enforcement activities, or when attending meetings and training seminars.
16. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities. Under typical office conditions, employee utilizes these senses while using a computer, printer, typewriter, phone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera or automobile:

1. Seeing, colorvision is necessary during site visits, inspections or enforcement activities.
2. Speaking/Hearing
3. Touching
4. Smelling, to detect odors such as petroleum, chemicals, decomposed byproducts, or gasoline during site visits, inspections and enforcement activities.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions, up to 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Indoors/Outdoors: Typical field conditions, approximately 30-50% of the time, when conducting site visits, inspections or enforcement activities. In some cases employee may be required to crawl or work in cramped spaces when performing inspections.
2. Travel: Under varying conditions via automobile or plane, 20% of the time.
3. Flooring: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. Noise Level: Varying low to high noise, while working near traffic, at a construction site, manufacturing plant, park or near a stream, etc.
5. Lighting: Conducive to day or night setting; when working a chemical spill, inspection or investigation and may be in poorly lit areas out on the road or at a business facility.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility and is restricted in poorly ventilated areas, such as a chemical storage site or sewer test manhole.
7. Dust or Fumes: Normal to high levels of dust, pollen, or fumes when conducting site visits, inspections, or enforcement activities.

HAZARDS:

Mechanical and electrical exposure is low to high, depending on the nature of the work being performed in the field. When conducting inspection or enforcement activities, exposure to mechanical hazards is higher, due to the use of various equipment and tools. Also, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, camera, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

Some exposure to fumes and gases occurs when visiting a site, performing an inspection, and when conducting enforcement activities. Employees refer all hazardous waste situations to the Fire Department or a Hazardous Materials team. Solvents, cleaners, decomposed byproducts from sewer lines, construction site waste, and other types of hazards are common.

Minimal to medium exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Education and experience equivalent to a four-year college degree in chemistry, biology, microbiology, environmental science, or sanitary engineering and two (2) years of experience in the enforcement of laws, ordinances, regulations, technical responsibilities in a chemical laboratory or science related activity. Two (2) years of experience may be substituted for one (1) year of college up to a maximum of two years of the education requirement.
2. A Hazardous Materials Certificate from an accredited College or University is required at time of application or must obtain within one year from date of hire. Two years prior experience as a CUPA program inspector can be substituted for this requirement.
3. A CWEA Grade II Industrial Waste Inspector Certification is required at time of application or within one year from date of hire.
4. Completion of California State Fire Marshal, Fire Prevention 1A through 3B is required at time of application or within one year from date of hire.
5. Willingness to continue education and training by learning new and innovative skills as changes occur. Expand skills by taking additional courses, attend seminars, workshops and individual study.
6. Pass a post-offer medical examination, which includes a drug test.
7. Prefer non-tobacco user.
8. Possess and maintain a California Driver License and a safe driving record necessary to operate assigned vehicle(s).
9. Pass a Department of Justice criminal record check for employment.