

ENVIRONMENTAL SPECIALIST III



Description:

Under general direction, leads and coordinates an environmental program, or performs specialized and complex assignments and serves as an expert consultant in the interpretation and implementation of environmental laws and regulations; performs related duties as required.

Distinguishing Characteristics:

Positions in this class act as support staff to Hazardous Materials Specialists, and the program supervisors in managing Division programs. Positions in this classification engage in a wide range of duties from managing hazardous waste to managing Division records. Positions in this class recommend policies for to supervisors and management in their respective areas of expertise.

Positions in this class may have lead responsibility in a specialized area, or serve as consultants performing direct services where the primary role is as an expert in an environmental field. This class is distinguished from the Supervising Hazardous Material Specialist in that the latter has administrative as well as supervisory responsibility for environmental programs. The Environmental Specialist series is distinguished from the Hazardous Materials Specialist series in general in that the type of expertise and duties applied, while both technical and policy-oriented, do not require the State of California Registration as an Environmental Health Specialist.

Duties may include, but are not limited to:

1. Assists in HHW and Conditionally Exempt Small Quantity Generator (CESQG) hazardous waste disposal and recycling and grant activities.
2. Perform inspections of household hazardous waste (HHW) collection facilities.
3. Perform proper management of HHW and CESQG waste including over-packing, lab packing, analysis of unknowns (hazcatting), oil and antifreeze bulking.
4. Manage the material re-use program including implementing the quality assurance plan per California Public Resources Code.
5. Manage Division records such as plans, permits, compliance documents, inspection reports, complaint and emergency response records, enforcement documentation, correspondence, and other records.
6. Provide appropriate and timely access for Division staff and the public requesting specific records or records research.
7. Direct file room and data entry staff and perform quality control processes on physical and electronic records, including resolving problems from coordination with fiscal to the identification of legal property owner and other property issues.

8. Evaluate software, procedures, and policies to accomplish legal requirements for records retention, electronic reporting, public records access, protection of confidential information, and response to subpoenas.
9. Conduct public education, interagency training, and internal training, and represent the program in meetings and workgroups.
10. Apply knowledge of statutes, regulations, technology, and procedures to respond to specific requests for service, develop procedures, and accomplish program objectives.
11. Recommend program policy changes to supervisor and interface with other related programs.
12. Provide vacation or temporary relief for program duties.
13. Provide other duties, including emergency support and documentation, as required.

Typical Qualifications:

Four (4) years experience working in the related program.

Must have successfully completed the 40-hour HAZWOPER training and maintain HAZWOPER certification.

Additional specialized skills and education for the related program such as that gained from the four-week technician training through the California Specialized Training Institute (CSTI) or affiliated agency, certificate coursework through University of California Extension, classes from the annual CUPA, Decade User, or Continuing Challenge Conferences, or other applicable training and education.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 46216

Salary Range: H36

Representation Unit: Hazardous Materials

Last Updated: 10/5/09