

HAZARDOUS MATERIALS SPECIALIST III



Description:

Positions in this series, depending upon work assignment, perform a variety of assignments which require interpreting and implementing hazardous materials laws and regulations; provide informational services to the public; performs related field and office duties as required.

Distinguishing Characteristics:

This classification is the lead field position and carries all the responsibilities of a HMS I/II and works in a district providing special technical and programmatic expertise to other inspectors and to the Lead IV and the Supervisor. In addition to performing the most complex of the inspection responsibilities, the HMS III works with the Lead IV and Supervisor to plan, evaluate, and coordinate the training of new field staff. The HMS III develops standard operating procedures and guidance documents in coordination with other unit leads. This position requires participation in local, regional, state, and federal Technical Advisory Groups, workgroups, panels, and committees.

Duties may include, but are not limited to:

1. Conducting inspections and investigations of regulated facilities including underground storage tanks systems for compliance with applicable hazardous materials and environmental laws and regulations.
2. Explaining hazardous materials management regulations and requirements to various facilities, members of the public, and organizations including assisting Hazardous Material Handlers with Business Emergency/Contingency Plans.
3. Providing advice and reviewing ordinances and industrial standards for the storage and handling of hazardous materials.
4. Participating with government agencies in multimedia inspections, investigations, remedial activities and household hazardous waste management.
5. Preparing household hazardous waste for recycling and disposal.
6. Writing correspondence and reports as required, including grant applications and reports.
7. Providing information for CUPA to State Summary Reports and Annual Self Audit.
8. Reviewing legislation, suggesting program improvements, writing guidance documents & necessary forms, and communicating field problems and opportunities to the HMS IV and the Supervisor.
9. Taking a primary role in the training and evaluation of new staff in field operations, standard operating procedures, and routine office procedures.

10. Representing the CUPA as an expert at meetings with other public agencies, industries and businesses and the public where environmental issues are discussed. Participating on statewide TAGs and Workgroups and summarizing the outcomes of these groups including suggesting local implementation possibilities.
11. Contributing to quarterly evaluation of quality and progress and annual evaluation of performance.
12. Acting in a lead capacity in guiding, checking, correcting and reviewing the work of others and acting as supervisor in absence of supervisor.
13. Completing special project assignments, grants, and other work assigned by the HMS IV or Supervisor.
14. Making recommendations for improved safety and effectiveness.
15. Provides vacation or temporary relief as required.
16. Provides other duties as required.

Additional duties of Hazardous Materials Specialist III's in Safety positions include:

1. Responding, as assigned, for scheduled stand-by response to hazardous materials emergencies.
2. Participating in Interagency training, drills and exercises.
3. Selecting and maintaining monitoring and personal protective equipment.
4. Sampling and categorizing unknown hazardous materials.

Non-Safety versus Safety Positions:

Hazardous Materials Specialist III's in Safety Positions are members of the Hazardous Materials Response team, are on a rotation for after hours emergency response, and perform other emergency response functions depending on specific assignment. Hazardous Materials Specialist III's in Safety Positions must possess and retain certification as a Hazardous Materials Specialist with the State of California.

Typical Qualifications:

Graduation from an accredited four-year college or university.

Three (3) years of experience as a Registered Environmental Health Specialist performing hazardous material inspections, investigations, mitigation duties, or enforcement.

Must have a valid Class C California Drivers License at the time of appointment. Must possess and retain a valid certificate of registration as an Environmental Health Specialist with the State of California. A copy of the certificate of registration is required.

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: Varies

Salary Range: H41

Representation Unit: Hazardous Materials

Last Updated: 9/28/09