

SUPERVISING HAZARDOUS MATERIALS SPECIALIST



Description:

Under general direction, plans, supervises, and coordinates the activities of a group of hazardous materials specialists engaged in a specific program for the Hazardous Materials Division; performs other related duties as required.

Distinguishing Characteristics:

Positions in this class have supervisory responsibility for a hazardous materials program. Incumbents are responsible for supervising regional or specialized hazardous materials programs.

Supervising Hazardous Materials Specialists are distinguished from the class of Deputy Fire Marshal by the responsibility of the latter for administering several major programs, participating in department wide management activities, and handling the most sensitive public contacts.

Duties may include, but are not limited to:

1. Coordinate program implementation with other Section Supervisors, Fire Department Management, and other agencies.
2. Prepare budget and position requirements, and work with administration concerning personnel and human resource issues.
3. Evaluate individual staff performance including the initiation of disciplinary action where appropriate.
4. Utilize the data management system to assess personnel time management, analyze budgetary and practical needs for efficient program implementation, and provide information to other agencies and the public.
5. Make presentations to city councils, commissions, civic organizations, and to the general public.
6. Evaluate costs and benefits of new initiatives and provide fee structure and other revenue mechanisms to support section activities.
7. Define priorities, track activities, and measure performance, against individual, program, and section objectives.
8. Develop and approve policies and practices to provide for consistent high quality service with fee accountability and efficiency.
9. Create program plans and initiatives based on regulatory, demographic, and industrial growth.
10. Resolve conflicts and respond to complaints or customer service feedback arising from program implementation or conflicting demands of different customers.

11. Participate in local, state, and national working groups and committees to develop regulations, policies, and programs congruent with the interests of the Division and its constituency.
12. Supervise lead, senior, training, and clerical staff and assist in the professional development of staff.
13. Assess and provide guidance to staff on grant applications and the grant management process.
14. Making recommendations for improved safety and effectiveness.
15. Prepare, review and edit reports.
16. Provide equipment and management support to the staff.
17. Act as a technical expert to community, private and public agencies
18. Provides vacation or temporary relief as required.
19. Provides other duties as required.

Additional duties of Supervising Hazardous Materials Specialists 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:

Supervising Hazardous Materials Specialists in Safety Positions may be members of the Hazardous Materials Response team, may be on a rotation for after hour's emergency response, and perform other emergency response functions depending on specific assignment. Supervising Hazardous Materials Specialists 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.

Five (5) years of experience as a Registered Environmental Health Specialist, which includes one year in a lead or supervisory capacity. Experience with a public agency in California is highly desirable.

Must possess and maintain a current Registered Environmental Health Specialist Certificate issued by the State of California.

Substitution: A Master's Degree in Environmental Health, Business or Public Administration, or Fire Science may substitute for two (2) years of the non-lead, non-supervisory experience.

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: N48

Representation Unit: Non-Represented

Last Updated: 9/28/09