

HAZARDOUS MATERIALS SPECIALIST I

DEFINITION

Under supervision, to assist with and learn to conduct inspections and investigations in the enforcement of Federal, State, and County hazardous materials and hazardous waste laws, rules, regulations, and standards; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Hazardous Materials Specialist class series. Incumbents receive training in the techniques and procedures essential to conducting inspections and investigations in the enforcement of hazardous waste, hazardous materials and underground storage tank regulations. After incumbents become familiar with the full scope of office and field activities and demonstrate sound work habits, they are eligible for promotion to Hazardous Materials Specialist II.

REPORTS TO

Director of Environmental Health, Environmental Health Specialist III, Hazardous Materials Specialist II.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

HAZARDOUS MATERIALS SPECIALIST I – 2

EXAMPLES OF DUTIES

- Attends training inspections to receive instruction on environmental health and safety and hazardous materials management principles, methods and techniques.
- Conducts periodic inspections and complaint investigations of all types of hazardous waste and hazardous materials facilities including underground storage tanks.
- Conducts plan checks, tank removals and closure inspections and oversees testing of underground storage tanks to ensure compliance with state laws.
- Conducts environmental surveys, field investigations, monitoring programs, data collections, chemical testing, and sampling.
- Collects samples and specimens for laboratory analysis and interprets laboratory findings for corrective actions.
- Prepares inspection reports for the enforcement of public health laws and regulations.
- Develops and recommends procedures for corrective action hazardous waste generators.
- Assists other agencies in the investigation of complaints and suspected violations of hazardous waste, hazardous materials and underground tank laws.
- Gathers evidence of violations and non compliance with public health laws and regulations.
- Assists in preparing court cases by completing inspection reports and attending office hearings.
- May participate in the collection of recyclable wastes from the public and the household hazardous waste collection operation.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Chemical, biological, physical and environmental sciences.
- Basic principles and practices of environmental health and/of hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

Ability to:

- Assist with and learn to perform a variety of hazardous materials and hazardous waste investigations and inspections.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of hazardous materials and hazardous waste problems and conditions.
- Operate a variety of office equipment and computers in the performance of assigned duties.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

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Training and Experience

Qualifications needed for this position:

Equivalent to graduation from a four (4) year college or university with a major on biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science or a closely related field.

Some previous experience performing or assisting with environmental health of hazardous materials investigations and inspections is highly desirable.

Special Requirements:

Possession of current HAZWOPER certification, or state approved alternative hazardous materials certification, is highly desirable and required with 6 months of employment.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.