

SUPERVISING HAZARDOUS MATERIALS SPECIALIST

DEFINITION

Under direction, plans, organizes and directs the County' s hazardous waste programs; solid waste programs, industrial hygiene programs, waste water treatment plant operations, provides supervisory direction to professional, technical and other support staff performing hazardous materials and **solid waste** programs **and** functions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This first line supervisory class is responsible for the oversight of staff and programs including household hazardous waste programs, waste water treatment operations, **solid waste operations**, the conducting of field inspections and investigations, and the enforcement of hazardous waste regulations. This position is distinguished from the Manager of Waste Management in that the latter has overall management responsibility for planning, developing, and administering all County hazardous waste programs and activities.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, reviews, evaluates, and directs the work of assigned staff; provides technical and administrative supervision for employees.
- Participates in the selection of personnel and conducts orientation and in-service training programs.
- Assists in the development and implementation of program goals, objectives, policies, procedures and standards for the County' s hazardous waste programs, solid waste, waste water, and industrial hygiene programs.
- Assists in the implementation of the Certified Unified Program Agency (CUPA) including aboveground storage tanks, underground storage tanks, pollution prevention, waste minimization, contingency planning, business plans, hazardous waste generation, and the California Accident Release Program.
- Coordinates the Household/Small Business Hazardous Waste and Used Oil Collection Program within the County; schedules on-going maintenance activities; coordinates the operation of permanent household hazardous waste and certified used oil collection centers.
- Maintains current knowledge of technology and technical advancements in the field of hazardous waste, solid waste, industrial hygiene, or related fields.
- Develops, implements and provides instruction regarding updates to the Training Manuals and Standard Operating Procedures (SOP' s).
- Participates in hazardous materials handling and safety training for County staff, fire department and franchise employees in accordance with OSHA requirements (29 CFR 1910.120); coordinates and maintains records of training needs for household and small business hazardous waste workers.
- Provides technical assistance and consultation to other departments, staff, solid waste franchise and used oil collection facilities, and the public in the areas of hazardous waste management and industrial hygiene support; analyzes potential risks and recommends mitigation measures.

- Analyzes changes in state and federal laws regarding hazardous waste, solid waste, and industrial hygiene applications; evaluates implications for County activities and recommends policy and procedure modifications.
- Directs complex special studies, surveys, inspections, investigations, and analytical studies; reviews findings and makes recommendations to appropriate County management.
- Evaluates and determines appropriate action in cases of persistent hazardous waste violations and prepares cases for prosecution.
- Assists in emergency response if there is a hazardous material incident; provides direction in hazardous waste collection, storage, packing and disposal; oversees the processing of hazardous waste manifests.
- Confers with County staff and interprets Cal-OSHA and Fed-OSHA regulations for hazardous material and industrial equipment, medical surveillance and respiratory protection.
- Directs work activities to achieve maximum public participation and economic efficiency of the household/small business hazardous waste and used oil collection system; represents the County in meetings with professionals and regulatory agencies concerned with household or small business hazardous waste and used oil collection.
- Completes and maintains permits for permanent household/small business hazardous waste facilities, temporary one-day events, material recovery facilities (MRF's) and certified/registered used oil collection centers; ensures assigned activities are performed in accordance with appropriate codes, regulations and policies; ensures required documentation is submitted and retained.
- Maintains accurate records and files; prepares technical reports, correspondence and a variety of written material.
- Assists in the development and administration of the hazardous waste, solid waste, industrial hygiene, and waste water program budgets.
- Directs the preparation, development and implementation of a variety of environmental grants; authorizes accounts receivable, accounts payable and related general accounting of grants; prepares or directs the preparation of grant progress reports.
- Represents the County in contacts and meetings with other agencies and organizations.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective employee supervision, including selection, training, evaluation and discipline.
- Principles and practices of program and policy development, administration and evaluation.
- Principles and practices of industrial hygiene.
- Properties of hazardous materials and safety practices for handling and disposal.
- Theories, principles and practices of hazardous materials incident response.
- Laws and regulations pertaining to hazardous waste, hazardous materials, solid waste, waste water, used oil and worker safety.

Supervising Hazardous Materials Specialist
Page Three

- Principles and practices of budget development, administration, grant application, and maintenance.

Skill in:

- Planning, organizing, assigning, reviewing, evaluating, and directing work of assigned staff.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including a variety of board, council and commission members, governmental officials, civic groups, contractors, the public and County staff.
- Representing the County in meetings with the public, media and government bodies to provide information and promote program goals.
- Provide training to County staff, fire department and franchise employees.
- Analyzing complex hazardous materials and worker safety problems, evaluating alternatives and adopting courses of action.
- Explaining and interpreting a variety of rules, regulations, and laws.
- Preparing clear, concise and accurate written proposals, reports, and other correspondence.
- Exercising some independent judgment within general policy guidelines.

Other Requirements:

Must possess a valid driver's license. Must be available for on-call work. Must be able to attend night and evening meetings and work flexible work hours. Must pass a biennial Hazardous Materials medical surveillance physical in accordance with US Code and Regulations and CA Labor Code and Regulations (29CFR Part 1910.120 and 8 CCR).

Education and Experience:

Possession of a Bachelor's degree from an accredited four year college or university in chemistry, engineering, environmental science, industrial hygiene or a related field and two years of experience in industrial hygiene, environmental health or hazardous materials management. Some lead or supervisory experience is desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.