



HAZARDOUS MATERIALS/RECYCLING SPECIALIST

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under ~~general supervision, assists in coordination of~~direction, performs professional office and field work involved with the County's solid waste reduction, recycling, household hazardous waste ~~and small quantity generator program;~~, and Certified Unified Program Agency (CUPA); assists with response and performs site analysis of hazardous materials incidents; verifies compliance with requirements, and maintains records of hazardous ~~materials use~~material usage, storage, and disposal throughout the County; ~~and performs related duties as assigned.~~

Distinguishing Characteristics:

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Environmental Health Specialist Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is ~~a skilled professional class~~the fully qualified journey-level classification. Incumbents are responsible for implementing sections of the County's Hazardous Materials Ordinance, applicable hazardous materials state and federal statutes, and the County's Solid Waste Management Plan. Incumbents perform field ~~inspections~~inspections and office assignments requiring the use of independence, judgment and initiative within established guidelines. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This position is distinguished from the ~~Supervising Waste~~Environmental Health Specialist ~~Supervisor~~ in that the latter is the first line supervisory ~~class-level~~ that is responsible for the oversight of staff, ~~and the County's hazardous materials and solid waste and Environmental Management programs;~~ as assigned

EXAMPLES OF **ESSENTIAL** TYPICAL JOB FUNCTIONS (Illustrative Only)

- Prepares comprehensive reports related to inspections, investigations, and studies completed in assigned program areas.
- Participates in environmental review processes of assigned projects; identifies and evaluates concerns regarding discretionary entitlement applications of a complex nature; processes environmental assessment questionnaires and environmental impact reports; provides information regarding public health and sanitation issues involved in projects to proponents, the public, and public hearing bodies.
- Provides general information regarding department policies, procedures, and regulations; receives and responds to inquiries, requests for assistance, concerns, and complaints from the public regarding department activities and programs.

- > Reviews submittals ~~to~~via the California Electronic Reporting System database ~~off~~for hazardous material business plans, hazardous waste which must be submitted by all businesses handling, manufacturing or storing hazardous wastes.
- > Inspects facilities with ~~Underground Storage Tanks~~underground storage tanks (USTs) and those that store hazardous materials/hazardous waste to ensure ~~that compliance with~~ state guidelines ~~are followed.~~
- > Issues permits for the installation, modification, or closure of ~~USTS~~USTs; identifies areas where unauthorized releases have occurred, documents condition, of site and completes reports.
- > Inspects facilities with ~~Aboveground Storage Tanks~~aboveground storage tanks (ASTs) that store petroleum to ensure that they meet state and federal requirements for spill prevention.
- > Assists in emergency response if there is a hazardous material incident; contacts manufacturers for latest recommendations to contain the spill, decontaminate the site, and the effects of possible exposure.
- > Performs site analysis at incident sites; determines size and nature of problem, ~~determines rescue required~~; uses sampling and monitoring ~~equipment~~equipment to measure ~~gases, radiation leaks~~the presence of constituents of concern, site conditions, and other relevant conditions.
- > Uses HAZCAT kit or other available methods to determine chemical nature of ~~spilled substances~~; ~~determines whether it is corrosive, flammable, reactive, toxic or otherwise~~substances and ~~potential~~ hazardous.
- > Monitors work of clean-up crews at an incident site, including those sites where no responsible party can be identified; coordinates clean up with state health services or other applicable agency.
- > Performs studies relating to waste management; samples ~~soils~~soil and wells near landfill sites for metals and for biological contamination; develops ~~alternative~~alternative for new landfill sites, and procedures for closing and reclaiming existing landfill.
- > Participates with professional associations and coordinates the County's hazardous materials plan with ~~those of~~ neighboring counties, regional bodies, and ~~State~~state and ~~Federal~~federal agencies.
- > Plans, develops, and implements recycling projects; coordinates private and public sector recycling projects.
- > Conducts waste stream analyses and audits.
- > Assists in planning, program development, and implementation of public education and awareness programs for residents, schools, government, consumers, businesses, and industry that emphasizesspecialize in source reduction, recycling, and proper disposal and/or resource recovery of hazardous and non-hazardous waste through a wide variety of media efforts including video, television, and radio.
- > May responds to food facility or sewage after hours under direction of the Environmental Health Specialist.
- > Makes on-site visits to verify compliance with requirements for Permanent Household/Small Business Hazardous Waste and Used Oil Collection Facilities.
- ~~Participates as a lead for scheduled Household Hazardous Waste events for the public.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- > Performs related workduties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

Education:

~~Equivalent to graduation from a four-year college or university with major coursework in the biological and physical sciences or a related field,~~

~~-and-~~

Experience:

~~Two (2) years of experience in solid waste management and recycling or hazardous materials management.~~

Other Requirements:

~~Must possess and maintain a valid driver's license. Must pass a biennial hazardous materials medical surveillance physical in accordance with US Code and Regulations and CA Labor Code and Regulations (29 CFR Part 1910.120 and 8 CCR).~~

Knowledge of:

- Properties of hazardous materials and safety practices for their handling and disposal.
- ~~State, Federal~~Applicable federal, state, and local laws, regulatory codes, ordinances, and regulations~~procedures~~ pertaining to hazardous materials and solid waste management.
- Law enforcement and emergency service networks and their response areas within El Dorado County.
- ~~Theories, principles~~Principles and practices of physical, biological, and social sciences as they relate to public health and environmental quality control.
- Principles and practices of hazardous materials incident response.
- ~~Theories, principles~~Principles and practices of solid waste management.
- ~~Principles, and practices~~ and methods of ~~public information programs.~~

Skill in:

- ~~Operating an emergency response vans~~scientific research and ~~using analytical~~statistical methodology.
- Investigative techniques and ~~safety~~principles of evidence.
- Proper use and operation of field testing equipment at an incident site. ~~and materials used in environmental health inspections.~~
- Operation, policies, and procedures of the Environmental Management Department.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate various hazardous materials and used oil recycling activities of public and private groups.
- Perform site analysis at hazardous material incidents to identify materials and appropriate response.
- Plan and implement hazardous and solid waste management studies.

- Conduct thorough routine and special inspections and investigations.
- Understand, interpret, and analyze all pertinent laws, codes, regulations, policies and procedures, and standards relevant to enforcing applicable regulations and guidelines.
- Prepare clear and concise reports, correspondence, public service announcements, newspaper articles, brochures, educational ~~materials~~material, and other written ~~materials~~material.
- Maintain accurate records and files.
- Simultaneously conduct multiple inspections and investigations, and accurately document findings and maintain appropriate records.
- Exercise sound, independent judgment within general policy guidelines.
- Operate an emergency response vehicle and use analytical and safety equipment at an incident.
- Obtain information through interviews, and work firmly and courteously with the public.
- Perform mathematical computations and statistical analysis.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to

a bachelor's degree from an accredited four-year college or university with major coursework in biological or physical sciences, environmental health science, engineering, or a related field, and two (2) years of experience in hazardous materials management.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of, or ability to obtain, an ICC UST Inspector Certification within six (6) months of employment.
- Possession of, or ability to obtain, an OSFM APSA Inspector Certification within one (1) year of employment.
- Possession of, or ability to obtain, a 40 hour OSHA Hazardous Waste and Hazardous Materials Categorization.
- Certificate of Completion within one (1) year of employment, First Responder Awareness, First Responder Operations, and Hazardous Materials Technician training.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

Must possess ~~The conditions herein are representative of those that must be met by an employee~~

~~to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is primarily performed outdoors in all weather conditions and varying temperatures, and indoors; mobility to work in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to inspect various commercial and residential County sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate construction inspection tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

ENVIRONMENTAL CONDITIONS

~~Employees work partially in an office environment; with moderate noise levels and controlled temperature conditions and partially in the field with occasional exposure to hazardous materials, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous airborne substances and fumes and/or dust; infrequent exposure to heights, confined space, working below ground level, radiation, and power tools; may be required to work irregular hours;. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.~~

WORKING CONDITIONS

~~Incumbent must pass a biennial hazardous materials medical surveillance physical in accordance with US Code and Regulations and CA Labor Code and Regulations (29 CFR Part 1910.120 and 8 CCR).~~

~~Must be available for on-call or overtime duty, and.~~

~~Must be able to attend off-hour night and evening meetings, and work flexible hours.~~

~~**Physical:** Primary functions require sufficient physical ability to work outdoors on flat and uneven/slippery surfaces; occasional work in an office setting with the ability to operate office equipment; vision in the normal visual range with or without correction sufficient to read printed documents and computer screens; hear in the normal audio range with or without correction; ability to wear personal protective equipment. **Frequent**, walking; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold. **Occasional** sitting, **Infrequent** climbing, running, jumping, reaching and bending; lifting, carrying, pushing and pulling of equipment and tools weighing up to 15 lbs.~~

HISTORY

JCN: 4616
Created: JUN 1990
Revised: AUG 1998
Revised: APR 2013 - HRD

~~Must be able to pass an annual respirator fitness test.~~

