RECOMMENDED ACTION AND JUSTIFICATION:

Approve the Hazardous Materials Specialist job description, set the salary at range 335 ($2,696-$3,277/month), and assign the position to the SEIU bargaining unit. This position will be responsible for the monitoring of hazardous materials, overseeing the appropriate installation of septic systems according to the specifications laid out by the Registered Environmental Health Specialist, and preliminary investigation of complaints.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the recent mid-year process, the Board approved allocating this position with direction given to staff to return to the Board for approval of a job description and salary range.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes ( ) No Current FY Cost: $ Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
( ) General ( ) Other

CLERK’S USE ONLY:
Res. No: 244-1 Ord. No. _____
Vote - Ayes: _____ Noes: _____
Absent: _____
Approved ( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: 
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ______________________________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended
No Opinion
Comments:

CAO: ________________________________
HAZARDOUS MATERIALS SPECIALIST

DEFINITION
Under direction, to conduct specialized studies, inspections, and investigations involved with the enforcement of complex environmental health/hazardous materials laws and regulations and the solution of technical environmental health/hazardous problems; and to perform other work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Health Officer and from the Registered Environmental Health Specialist (REHS) as appropriate.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Depending on the area of assignment, duties may include, but are not limited to, the following):

Conducts technical field inspections and investigations to determine compliance with relevant environmental health/hazardous materials, laws, and regulations; conducts monitoring programs, data collection, chemical testing, and sampling; may perform hazardous materials categorization evaluations in the field.

Prepares environmental recommendations, technical reports, and conducts special hazardous waste or hazardous materials management projects including underground storage tank release cleanups.

Participates as part of the County Hazardous Materials Emergency Response Team, which responds to hazardous or toxic chemical spills and advises on clean-up; assists in field supervision of hazardous waste clean-up operations.

Identifies generators of hazardous waste and/or operators of underground storage tanks; oversees testing of underground storage tanks to ensure compliance with State laws; coordinates with local agencies in the review of new underground storage tank construction and monitoring requirements.

Assists with the mitigation of hazardous substance releases during emergency or disaster situations under the authority of the Public Health Officer.

Under direction, provides current information and requirements of applicable environmental health/hazardous materials laws, pollution prevention and waste minimization and discusses correction of deficiencies to obtain compliance.

May review and recommend approval of plans for development and construction projects related to underground storage tanks, food facilities, public swimming pools, on-site sewage disposal systems, and water wells for conformity to environmental health/hazardous materials regulations; determines conditions for approval as necessary.
County of Mariposa
Hazardous Materials Specialist
Page 2

Conducts or participates in special investigations for the resolution of problems within the various environmental health/hazardous materials programs.

Assists in the collection of evidence of violations and non-compliance with environmental health/hazardous materials laws and regulations.

Makes joint inspections with federal, state and local agencies as required.

Under direction, provides technical information to the public concerning chemical substances, safe food handling practices, vector control, drinking water standards, recycling, medical waste, sewage disposal, pool chemistry, etc., and assists other agencies in the evaluation of these issues.

Makes presentations to the public, business groups and students/administrators of education institutions and non-profit professional organizations; may collect recyclable wastes from the public and oversees the operations of household hazardous waste collections; may properly store and transport small quantities of hazardous waste materials.

Prepares and maintains complete and accurate records; prepares and submits reports required by the County and other agencies.

Coordinates and/or participates in special programs and projects as assigned.

Responds to public requests for assistance, complaints or inquiries in areas of responsibility.

Coordinates assigned activities and programs with those of other departments, divisions and agencies as appropriate.

Provides training and leadership of Environmental Health Aide as assigned.

Performs general administrative and clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, assembling materials, sending and receiving faxes, answering the telephone, compiling data for reports, preparing mailings, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state and local laws, regulations, codes and ordinances.

Basic principles, procedures and techniques used in planning, implementing and evaluating public health programs.

Recent developments, current literature and sources of information related to hazardous materials and environmental health.

Basic principles of environmental sanitation and sanitary science.
Basic methods of inspection and investigation.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public/community relations techniques.

**Ability to:**

Interpret, analyze and apply federal, state and local laws, rules, regulations, codes and ordinances.

Understand and follow oral and written instructions.

Recognize environmental health problems and take effective action.

Conduct routine inspections and investigations.

Collect and analyze field data and other information in area of assignment and draw valid conclusions.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and propose recommendations in support of goals.

Research and prepare effective public education and information materials in assigned area.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative and technical reports.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.
TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives both off road and on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature and noise extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants, unusual heights, air contaminants, fumes/dust, solvents, grease/oil.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, squat, twist and reach while performing office and/or field inspection duties; traverse uneven terrain; operate motor vehicles; lift and/or handle weights of up to 25 pounds; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Education:
High school graduation or a GED is required. An Associates degree in environmental studies or a closely related field is desirable.

Experience:
Two years experience with classroom and field activity involving Hazardous Materials Management or related environmental activity.

Additional Requirements:
Additional education/training in hazardous materials management, which includes at least two of the following:
1. Hazardous Waste Operations and Emergency Response (HAZWOPER) class (40 hours)
2. Hazardous Materials Technician Training Certification or equivalent training (160 hours)
3. First Responder Training (including CPR)

Possession of a valid California driver’s license is required. Under certain circumstances, the Personnel Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 06/06 (B/S 06-241)