

HAZARDOUS MATERIALS INSPECTOR

DEFINITION

To perform professional duties in the inspection and assessment of hazardous materials facilities and sites; and to ensure compliance with current local, State and Federal regulations and laws related to hazardous materials handling, uses, storage, and disposal.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Fire Inspector.

May exercise technical and functional supervision over technical staff, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Conduct periodic, regular and special field inspections of a variety of public and privately-owned sites that store and/or use hazardous materials or produce hazardous waste.

Enforce regulations related to hazardous materials storage and use, including underground and above ground storage tanks.

Review hazardous materials plans including storage, treatment and disposal and risk management plans submitted by businesses and public sector agencies as required; determine compliance with rules and regulations governing use, storage, and disposal of hazardous materials/waste and issue permits for use and control.

Participate in plan check review and provide professional level review, comment, and recommendations related to hazardous materials use, storage, and disposal.

Coordinate with Fire Department staff regarding identity and nature of materials stored at various businesses and facilities within the City; ensure proper storage methods, tank and container labeling, and hazard warning signage are in place.

Receive, investigate, and respond to citizen complaints.

Provide technical assistance to fire suppression staff in incidents involving the release of hazardous materials; may conduct fire cause and hazardous materials incident investigations.

Prepare and submit periodic, regular and special reports and self-audit to appropriate regulatory agencies related to hazardous materials use, storage and disposal; participate in updating the City's Hazardous Materials Emergency Operations Plan.

Issue non-compliance citations and show-cause letters; meet with owners, contractors, and other affected parties to reach compliance; impose penalties and fines, as needed, in coordination with City Attorney's Office.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate hazardous materials inspection activities with other divisions and outside agencies.

May perform fire inspection and prevention duties and assist in the implementation of a variety of fire prevention programs.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Chemical properties and toxicology as related to hazardous materials.

Safe handling and storage procedures for hazardous materials, including transportation, uses, control, and proper disposal.

Pertinent local, State and Federal laws, rules and regulations.

Evidence collection and investigative methods.

Report writing and research methods.

Modern office equipment, including use of word processing, database and spreadsheet applications.

##### Ability to:

Perform professional level duties in the inspection and assessment of facilities and sites that involve hazardous materials.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; determine compliance; identify, interpret, explain and enforce violations; review and interpret codes and rules; and maintain awareness of safety at all times.

Intermittently, walk, stand, kneel, climb, and bend while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 25 pounds or less.

Conduct field inspections for fire prevention and code enforcement purposes, especially as related to hazardous materials and/or waste storage and control.

Perform professional level review of plans and specifications relative to fire prevention and code compliance; make appropriate recommendations.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

A typical way to obtain the required knowledge and abilities would be:

##### Experience:

Two years of responsible hazardous material inspection and assessment experience.

AND

##### Training:

Equivalent to a Bachelor's degree from an accredited college or university in chemistry, environmental health, toxicology or a related field.

#### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, certification as a California Underground Storage Tank Inspector.

Possession of, or ability to obtain, an Aboveground Tank Certification.

**EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY**

Hazardous Materials Inspector

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08-25-12	Hazardous Materials Inspector
01-14-04	
04-01-98	
05-25-89	Life Safety Hazardous Materials Officer