

CITY OF FOLSOM

HAZARDOUS MATERIALS COORDINATOR

DEFINITION

Under direction, perform specialized field and administrative work for the Solid Waste Division of the Utilities Department; coordinate and participate in City hazardous materials (hazmat) response activities as well as assigned hazmat and environmental program activities. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Hazardous Materials Coordinator is single position class. The incumbent's preponderant role is to coordinate, lead, and participate on a multi-disciplinary team of City employees who respond to hazardous spills and other incidents. The Hazardous Materials Coordinator is distinguished from the Environmental Specialist II in that the latter provides journey-level support to a wide range of hazmat and/or recycling programs and only respond to an emergency hazmat incident (if trained and certified to do so) on an occasional basis. The Hazardous Materials Coordinator is distinguished from Senior Environmental Specialist in that the latter functions in a lead capacity or performs specialized administrative program work, but does not routinely coordinate or respond to hazardous materials incidents.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Receive notification of City hazmat spills or related incidents from law enforcement, management and/or the general public; evaluate and determine need for team response.
- Contact hazmat team members to request response; assure that team member response is appropriate for anticipated incident issues; if not personally responding to the incident, monitor status via radio, phone, or other means; follow up with team members who responded to obtain incident reports and other required documentation.
- Personally respond to hazmat incidents and serve as the City team leader; coordinate, lead, and direct on-site team activities; sample and identify unknown substances; properly handle hazardous substances and materials for disposal; recommend, arrange, or provide remediation; coordinate and/or provide site clean up and disposal services in conjunction with other agencies; prepare incident reports and related documentation.
- Oversee the temporary storage of hazardous substances/materials; maintain and track storage inventory and arrange for appropriate disposal.

- Provide investigation and follow-up to any complaints that arise from incident response activities.
- Assist with developing, proposing, and implementing hazmat team and program policies and procedures based on federal, state, and local laws and regulations.
- Provide information to members of the public, contractors, and consultants regarding hazardous materials regulations and programs; serve as a subject matter expert to City management regarding proper hazmat handling and management as well as responding to hazmat incidents; may help publicize or promote hazmat program activities.
- Provide technical assistance, guidance, and project/task-oriented leadership to other department staff assigned to hazardous materials and waste management programs; coordinate and/or provide services to non-hazmat environmental services programs.
- May assist with budget development and help administer hazmat program budgets.
- Monitor and maintain hazmat supplies and equipment; procure supplies and equipment.
- Maintain hazmat response and related program files; compile and analyze data to prepare reports.
- Prepare a wide variety of business correspondence; prepare and send invoices for incident clean up and disposal fees; collect and process payments.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Federal, state and local laws and standards regarding the collection, storage, transportation, and disposal of hazardous substances/materials as well as associated safety practices.
- Methods, procedures, materials and equipment used in responding to, identifying, evaluating hazardous substances/materials, and correcting hazardous conditions associated with hazardous substances/materials.
- Principles and practices of emergency preparedness.
- Effects of hazardous substances/materials and their interaction with human health and the environment.
- Word processing, spreadsheet, and database software commonly used in a business setting.

Ability to:

- Investigate, evaluate, and provide remediation for hazmat spills and incidents.
- Analyze, interpret, and implement laws, regulations, and policies related to hazardous substances/materials and related incident response.

- Provide team and/or project leadership to professional and technical personnel.
- Provide technical advice to various personnel in solving hazmat-related problems or assignments.
- Use personal protective clothing and equipment to protect against exposure to hazardous materials, and monitor the use of such equipment by others.
- Analyze and use information to make sound decisions and recommendations during an emergency situation.
- Prepare and analyze statistical data.
- Prepare clear and concise reports and correspondence.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

Graduation from an accredited four-year college or university with a bachelor's degree in industrial hygiene, environmental studies, chemistry, biology, or a closely related field.

Experience:

Three (3) years of full-time hazardous materials or waste program experience that included some responsibility for identifying, collecting, storing, transporting and disposing of hazardous substances/materials.

Substitution:

Additional qualifying hazardous materials or waste program experience may substitute for the required education on a year-for-year basis to a maximum of two (2) years.

License, Certificate, Registration Requirements:

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Within one (1) year of appointment, incumbents must obtain the following required certifications/training: 1) a certificate in basic CPR/First Aid; 2) OSHA certified training in Hazardous Waste Operations/Emergency Response; 3) US Department of Transportation Hazardous Waste Generator training; 4) and/or any other hazardous materials/waste management, hazmat emergency responder, and/or other certificates/training required by law.

Physical Requirements:

Work is performed in a typical office and field environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; frequent standing, bending or squatting. (2) Lifting: frequently up to 50 pounds; occasionally up to 75 pounds. (3)

Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise; frequent exposure to chemicals, fumes and other environmental substances.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: