

ENVIRONMENTAL SPECIALIST

DEFINITION

Under the direction of the Hazardous Materials Program Coordinator, the Environmental Specialist with the Hazardous Materials Office will provide administrative and technical support to the Hazardous Materials Office, a State Certified Unified Hazardous Materials and Hazardous Waste Management Program Agency (CUPA) and a Local Implementing Agency (LIA) for the Regional Water Quality Control Board to ensure compliance with state requirements and coordination within the City's organizational, financial, and operation policies and procedures.

DISTINGUISHING CHARACTERISTICS

The Environmental Specialist is the journey level position and may share the same characteristics as a Hazardous Materials Investigator (HMI). However, the Environmental Specialist position is distinguished from the HMI position by the technical training required in all aspects of the CUPA Program, as well as additional duties. The Environmental Specialist is required to be fully trained in all permitting, inspection, and enforcement procedures related to hazardous materials, hazardous waste, underground storage tanks, aboveground storage of petroleum products, environmental health and safety, and soil and groundwater contamination. Employee is also required to maintain International Code Council (ICC) certification as an underground storage tank inspector and a separate certification in hazardous waste operations. In addition, the Environmental Specialist position will be required to conduct more complex program activities, such as preparation of CUPA-related reports to the State, surveys and tracking of regulated business, mail outs, and transition management to a paperless hazardous materials/CUPA program. The incumbent will stand in for the Hazardous Materials Program Coordinator in his/her absence.

SUPERVISION RECEIVED

Direction is provided by the Hazardous Materials Program Coordinator.

SUPERVISION EXERCISED

Technical supervision over less experienced staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Investigates, interprets, analyzes and prepares recommendations in relation to proposals for new programs, grants, services, equipment, and personnel.

Analyzes, interprets and explains relevant federal state, and local statutes, laws codes, ordinances, standards, rules and regulations, as well as City policies and procedures.

Investigates and prepares reports on specific requirements and complaints pertaining to various governmental activities.

ESSENTIAL DUTIES (Continued)

Coordinates grant activities, writes applications, monitors programs for compliance with regulations and grant conditions, and prepares and maintains necessary records and reports.

Confers with members of the public to explain policies and programs.

Gathers and analyzes data on existing programs, conducts surveys and prepares proposals including financing, staffing, and organization requirements.

Represents the City in the community, at professional meetings, and in interagency projects, as required.

Represents HazMat in inter-department projects.

Responds to citizen complaints and requests for information.

Periodic mail outs to Regulated Businesses; prepares letters and forms for mail out; organizes actual mail out process; receives responses for tracking, review, evaluation, follow up and posting; and prepares report on responses received.

Gathers, organizes, analyzes data, and prepares reports as required by the State for CUPA-to-State reports, including Quarterly State Surcharges Transmittal Report, Annual Fee Summary Report, Annual Inspection Summary Report, Annual Enforcement Summary Report, Annual Additional Summary Information, Semi-Annual UST Program Report, Semi-Annual Biodiesel Variance Report, Quarterly Resources Conservation and Recovery Act (RCRA)/Large Quantity Generator (LQG) Data Report and Grant Use and Disposition Reports.

Reviews annual CUPA accomplishments against performance standards established by the State; prepares comprehensive reports on findings in each aspect of the CUPA program implementation such as permitting, inspection, enforcement, technical expertise, and fee accountability; prepares corrective action plan for deficiencies identified during the self-evaluation process.

Helps the Coordinator prepare for an audit by a group representing state agencies that oversee the CUPA Program by gathering all required reports, data, and other documents that may be required by state evaluators; attends meeting with Coordinator and state evaluators during the three-day process; assists the Coordinator in responding to findings reported by the state evaluators.

Ensures that all known site contamination cases in Hayward are recorded and tracked on local and state databases.

Reviews new business license applications for possible regulation under the CUPA Program and/or the Hazardous Materials Storage Ordinance; sends out information to prospective hazardous materials facilities; reviews and processes new CUPA permit applications until permitted; enters new business information in databases of regulated facilities.

ESSENTIAL DUTIES (Continued)

Completes initial reviews and processes electronic submittals through the State's CERS Program.

May take lead on certain complex hazardous materials facilities, including California Accidental Release Plan (CalARP) facility submittals.

Participates in multi-jurisdictional environmental task force meetings.

Coordinates with Tech Services on billing for annual CUPA permit fees; coordinates with Accounting and Revenue on billing and collection of HazMat's accounts receivable, including cancelation of an adjustments to invoices; issues Notices of Violation and/or invitations to a pre-enforcement hearing panel to regulated businesses with delinquent CUPA permit fee accounts; coordinates with Revenue in constituting a pre-enforcement hearing panel for recalcitrant CUPA permit fee accounts.

Prepares applications for state grants made available to CUPAs for program enhancements; tracks spending of grant and award moneys; prepares reports as stipulated in grant conditions.

Responds to customers who come to the counter, call on the phone, or send email inquiries directly or through CRM; investigates and responds to or assigns complaints to other HazMat staff.

Assists emergency responders in a technical support role for hazardous material-related responses.

Organizes program documents and files in preparation for transfer of hard copies to electronic format (e.g. laserfiche), with subsequent management and retrieval of the electronic data as needed to support fire department programs.

Other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and labor relations.

Principles and practices of organization, management, and supervision review analyses.

Advanced research techniques, sources, and availability of information and methods of report presentation.

Principles, methods, and practices of municipal finance, budgeting, accounting and risk management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

Knowledge of:

General principles of soil/water contamination and remediation.

Chemical properties and uses.

Safe storage and handling procedures for hazardous materials.

Applicable federal, state and local regulations pertaining to hazardous materials.

California Environmental Reporting System (CERS)

Computer related programs, such as Microsoft Office Programs (e.g. Word, Excel, Access, PowerPoint, etc.) and Decade Envision Connet software.

Ability to:

Identify potential hazards in the proposed storage or handling of hazardous materials.

Analyze and interpret codes, regulations, and policies.

Analyze and interpret data and coding for computer entry.

Oral communication skills to effectively interact with the public, City employees and with owners and operators of hazardous materials facilities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of experience in hazardous or waste material management with at least one (1) year experience in subsurface contamination investigation.

Education: Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of the California Education Code Section 94310(b) with major course work in biological, chemical, physical, environmental or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene; or a related field.

Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education

EXPERIENCE AND EDUCATION (Continued):

on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an approved institution.

Registration as an Environmental Health Specialist (REHS) may be substituted for the required education.

License: Possession and maintenance of a valid California Class C Driver's License.

Certificates: Must possess and maintain, or obtain within six (6) months of appointment, a current International Code Council (ICC) California Underground Storage Tank (UST) Inspector Certification, and a Cal EPA Aboveground Petroleum Storage Act (APSA) Inspector Training Certification. In addition, candidates must have completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Standard training, and maintained the required annual 8-hr HAZWOPER Refresher training.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: inspect various building and housing sites; perform various physical activities on a regular basis including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting with exposure to various weather conditions; work in an office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person; read and comprehend legal, technical, and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

677CS89

July 1989

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AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt