

City of San José
CLASS SPECIFICATION

5/24

Title: Hazardous Materials Inspector I/II (2321/2322)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Varies	Non-exempt

CLASS SUMMARY

Under immediate (Hazardous Materials Inspector I) or general (Hazardous Materials Inspector II) supervision, performs work of routine to moderate difficulty in conducting skilled inspections of facilities that use, store, and handle hazardous materials. Educates, investigates, and enforces federal, state, and local regulations, standards, and policies; provides liaison with additional governmental agencies; manages ongoing investigations for timely compliance. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Hazardous Materials Inspector I/II is the flexibly staffed class in the Hazardous Materials Inspector series, described as follows:

Hazardous Materials Inspector I: This is the entry-level in a three class hazardous materials inspector series located in the Fire Department's Bureau of Fire Prevention, Hazardous Materials Program.

Incumbents in this class perform annual permitted facility inspections; investigate submitted complaints associated with Hazardous Materials; review technical submittals by the customer; and are typically supervised by a Senior Hazardous Materials Inspector. This class differs from the next higher class of Hazardous Materials Inspector II in that incumbents of that class perform an evaluation of complex development project plan submittals for code and advanced field installation and closure inspections, and may provide lead direction and training to incumbents of the class of Hazardous Materials Inspector I.

Hazardous Materials Inspector II: This is the second level in a three class hazardous materials inspector series located in the Fire Department's Bureau of Fire Prevention, Hazardous Materials Program.

Incumbents in this class are typically supervised by a Senior Hazardous Materials Inspector and may provide lead direction and training to Hazardous Materials Inspector I's. This class differs from the higher level class of Senior Hazardous Materials Inspector in that incumbents of that class are responsible for a Hazardous Materials Program, handle the more difficult plan review, code and regulation analysis, complex inspections, alternate means and methods evaluations, and supervise Hazardous Materials Inspectors. This class differs from the lower class of Hazardous Materials Inspector I in that incumbents of that class perform routine inspections and limited development project plan review, and may be led and trained by incumbents of the class of Hazardous Materials Inspector II's.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Hazardous Materials Inspector I

A Bachelor's Degree in Biology, Chemistry, Environmental Science, Environmental Chemistry, Geology, or closely related field, including 18 semester units or 24 quarters units of Chemistry.

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Hazardous Materials Inspector II

A Bachelor's Degree in Biology, Chemistry, Environmental Science, Environmental Chemistry, Geology, or a closely related field, including 18 semester units or 24 quarter units of Chemistry AND two (2) years of increasingly responsible experience involving industrial or hazardous materials inspection, or development project plan review, permit issuance, enforcement, and explanation of laws, ordinances, and codes, and one (1) year of experience in a position comparable to the Hazardous Materials Inspector I with the City of San José.

Acceptable Substitution

None.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid California Driver's License is required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies, and federal and state rules and regulations.
 - Knowledge of principles and practices of chemistry, biology, physics, industrial hygiene, or geology as applied to the management of hazardous materials, hazardous wastes, and industrial wastes.
 - Knowledge of quality assurance programs and procedures, sampling techniques, statistical analysis, laboratory equipment, and its uses.
 - Knowledge of methods of inspection.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

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- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Multi-tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

**Additional Competencies and/or Desirable Qualifications
(Competencies, knowledge, skills, and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Knowledge of the City of San Jose's requirements governing the storage of hazardous materials.
- Knowledge of current Federal and State legislation related to the storage of hazardous materials.

Ability to:

- Ability to perform inspections of complex hazardous materials storage sites.
- Ability to prepare complex reports.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Reviews and approves Hazardous Materials Management Plans (HMMP) for occupancies requiring Short Form Management Plans.	Weekly
2.	Identifies cases of non-compliance with applicable hazardous materials codes and ordinances.	Daily
3.	Verifies HMMP accuracy by conducting field inspections.	Daily
4.	Calculates permit fee information based on quantity ranges and inspection time.	Weekly
5.	Conducts Hazardous Materials Ordinance and HMMP consultations.	Weekly
6.	Coordinates hazardous materials systems installation and closure applications and permit process.	As Required
7.	Performs routine and complex field inspections and tests to assure compliance with the Hazardous Materials Storage Ordinance.	Daily
8.	Writes, develops and maintains complex reports, records, and files for enforcement activities.	Weekly
9.	Attends seminars, workshops and other types of training, in order to maintain current knowledge of information related to hazardous materials.	Intermittent

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10.	Reviews plans for hazardous materials monitoring systems.	As Required
11.	Evaluates and approves devices for detecting various storage system leaks.	As Required
12.	Performs field inspections for monitoring system installations.	As Required
13.	Appears in court to provide testimony, as required.	As Required
14.	Reviews and analyzes requirements for chemical storage facilities, hazardous material inventory statements, and hazardous material management plans.	Weekly
15.	Collects required ordinance information submission from potential permittees and provides information relating to the hazardous materials ordinance.	Daily
16.	Maintains liaison with other regulatory agencies and cities that have adopted the model ordinance.	As Required
17.	Conducts on-site inspections at chemical storage facilities; prepares reports of findings with respect to ordinance requirements.	Daily
18.	Responds to complaints of storage violations.	As Required
19.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Maintain professional demeanor during interactions with staff, customers, contractors, other regulatory agencies and the public.

When on field inspection(s), possess ability to:

- Inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various sites within the City;
- Working conditions include but are not limited to environments with the potential for loud noise levels, inclement weather conditions, road hazards, vibration, and hazardous materials.

CLASSIFICATION HISTORY *Created 6/87, Rev. 5/24*