

Hazardous Materials Specialist 7324
TASK LIST 2024

1. Conducts field inspections and research at facilities that store or use hazardous materials to gather, organize, and analyze environmental data sufficient to ensure regulatory compliance;
2. Performs studies to evaluate the environmental impacts of community businesses and activities to ensure business and community compliance with environmental laws and regulations of the Unified Program;
3. Assists with the development and preparation of studies on topics including Unified Program regulatory compliance or environmental hazardous material impacts and potential impacts for public requests for information fire commission reports;
4. Performs technical review of documents and plans, including the Hazardous Materials Business Plans in the California Environmental Reporting System (CERS), to ensure compliance with Unified Program regulations;
5. Attends Unified Program regulatory and governmental meetings to address program and environmental issues;
6. Investigates complaints related to hazardous materials-and identifies the source and quantity of hazardous materials-and responsible parties, and meets with business owners and operators to discuss problems and develop solutions to achieve compliance;
7. Conducts inspections of facilities that handles hazardous materials to determine the nature of the facility operation, potential hazards, types of chemicals used, handling, storage and disposal methods, and compliance with applicable Unified Program codes;
8. Performs various standardized environmental tests, including sampling, and technical field tests at local businesses and agencies in order to ensure regulatory compliance;
9. Responds to complaints including the spill or release of hazardous materials-or threats to public health and the environment, in order to ensure public safety;
10. Prepares reports including notices of violation, enforcement orders, verbal and written briefings and evidence such as photographs and statements regarding findings from inspections and investigations sufficient to enforce compliance with Unified Program regulation;
11. Presents evidentiary findings and makes recommendations sufficient to resolve complaints or violations from inspections and investigations to supervisor in order to disseminate information to chain of command;
12. Coordinates and participates with law enforcement, fire, health and other governmental agencies in joint inspections and investigations, activities to ensure compliance with Unified Program regulations;
13. Attends training in the use of personal protective equipment (PPE) and learns to calibrate, operate, and maintain instruments in order to be operationally ready;
14. Participates in classroom and field training such as how-to conduct inspections and environmental response procedures, in order to apply Unified Program laws and regulations;

15. May assist in staff training in various topics including facility inspections and environmental response to ensure staff compliance with Unified Program regulations and policies.