

CITY OF HAYWARD

HAZARDOUS MATERIALS PROGRAM COORDINATOR

DEFINITION

To plan, organize, coordinate and implement the City's hazardous materials and hazardous waste regulatory programs of the Fire Department; to provide expertise in program elements; to conduct the most complex inspections, plan reviews and enforcement activities for hazardous materials users; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a single position management classification located in the Office of the Fire Marshal within the Fire Department. The incumbent manages all hazardous materials and hazardous waste regulatory programs administered by the Fire Department, including hazardous materials storage; hazardous waste; tiered permitting, Aboveground Petroleum Storage Act (APSA), California Accidental Release Prevention (CalARP) program, and Underground Storage Tank (UST) program. This classification is responsible for enforcing various state and local environmental regulations under the jurisdiction of the Fire Department, ensuring uniform code interpretation.

SUPERVISION RECEIVED

Receives direction from the Fire Marshal.

SUPERVISION EXERCISED

Exercises direct supervision over the Hazardous Materials Inspector, Environmental Specialist, Fire Sustainability Technician classifications or other staff as assigned.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the inspection and enforcement of Hazardous Materials Program activities; implement policies and procedures.

Develop and implement a Hazardous Materials Program including maintaining the City's Certified Unified Program Agency (CUPA) accreditation.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

ESSENTIAL DUTIES (continued)

Ensure that the Hazardous Materials program's City and associated State surcharge fees are established and collected for cost recovery.

Oversee the inspection of hazardous materials facilities, ensuring compliance with regulatory requirements; inspect the more complex, high profile, hazardous and/or significantly out of compliance facilities.

Coordinate with Planning, and Building, Public Works, Maintenance Services and other departments for the review of new development and to verify that environmental/health-based clearances are obtained from appropriate regulatory agencies associated with new developments and projects.

Develop and administer a hazardous materials self-audit program.

Conduct complex plan reviews related to hazardous materials facilities.

Ensure that the California Environmental Reporting System (CERS) submittals are current and accurate.

Oversee permitting/inspection software, archiving of documents and technology needed to run the program.

Serve as a technical resource to command staff in response to emergencies and develop and monitor a financial management system related to hazardous materials and hazardous waste regulatory programs.

Monitor and track legislation for its impact to program activities.

Supervise, train, and evaluate assigned professional personnel.

Investigate cases involving hazardous materials crimes; coordinate related activities with other departments, agencies and the public.

Review Environmental Impact Reports.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate internet and intranet activities with other City divisions and departments and outside agencies.

ESSENTIAL DUTIES (continued)

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.
Be an integral team player, which involves flexibility, cooperation, and communication.

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

Serve as a liaison to third party regulatory agencies (Department of Toxic Substances Control Board (DTSC), State Water Resources Control Board (SWRC), Alameda County Department of Environmental Health, etc.) in the interest of the City of Hayward.

May be assigned as a Disaster Service Worker and serve in like capacity in the Emergency Operations Center (EOC) as needed.

Participates in the budgeting process for the Hazardous Material Office.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

CUPA accreditation requirements.

Principles and practices of chemistry, hydrology, geology and biology; analytical testing techniques and sampling techniques.

Local, state, federal and model codes, laws, regulations, ordinances and related literature involving environmental protection, hazardous materials and hazardous wastes, general chemical properties and associated hazards.

Mitigation actions required for hazardous materials incidents; hazardous materials and hazardous waste issues.

California Fire Code and California Building Code adopted by the City of Hayward as they relate to hazardous materials.

Planning development processes and the role of planning commissions, city council, and appointed committees/commissions.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Underground storage tank releases and clean-up procedures; hazardous materials use/contamination and construction/development.

Risk Management Prevention Programs for acutely hazardous materials.

Principles of budget monitoring.

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

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize, implement and direct Hazardous Materials Program activities.

Effectively oversee and conduct inspections for compliance with CUPA requirements and Fire Code.

Effectively identify potential hazards, conduct investigations, and enforce codes.

Comprehend, interpret and apply federal, state and local regulations pertaining to hazardous materials and hazardous wastes.

Develop and evaluate fee structures and financial management and budget systems.

Read and interpret building plans and technical documents.

Interpret and explain pertinent City policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned program activities.

Understand and carry out oral and written instructions and prioritize workload to meet deadlines.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Contribute effectively to the accomplishments of City goals, objectives.

EXPERIENCE AND EDUCATION

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

Experience: Four years of increasingly responsible professional or technical experience in a position involving the management of hazardous materials and hazardous waste programs to demonstrate possession of the knowledge and abilities listed above. Work experience should include working in a Certified Unified Program Agency (CUPA) at the Inspector level, having in-depth experience with all 6 CUPA programs, experience with interpreting/enforcing the California Fire Code related to hazardous materials, and experience with the California Environmental Reporting System (CERS).

Education: Equivalent to a Bachelor's Degree from an accredited college or university in chemistry, biology, physical, environmental or soil science, hazardous materials management, environmental health, environmental management, environmental or sanitary engineering, toxicology, industrial hygiene or a closely related field. Participating CUPA staff must either meet Section 15260 (d)(1)(A) or Section 15260 (d)(1)(B) of Title 27 of the California Code of Regulations (Title 27 CCR) in order to satisfy the educational requirements.

Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery

EXPERIENCE AND EDUCATION (continued)

may be substituted for the required education 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.

Licenses and Certificates: Possession of valid Class C California Driver's License. Possession of Office of the State Fire Marshal Above Ground Petroleum Storage Act (APSA) Inspector certification. Possession of International Code Council (ICC) California Underground Storage Tank Inspector certification. Possession of 40-hour HazWoper training or have the ability to obtain within six (6) months of hire.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; 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. Essential functions must be performed with or without reasonable accommodation.

Certified Unified Program Agency Supplemental Information

PROBATIONARY PERIOD: One (1) year.

H590 Hazardous Materials Program Coordinator

Created May 1996

Revised August 2025

EEO Code: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt