

CITY OF HAYWARD

HAZARDOUS MATERIALS INSPECTOR

DEFINITION

The Hazardous Materials Inspector (HMI) will provide administrative and technical support to the Office of the Fire Marshal's Hazardous Materials Office, which administers the State-Certified Unified Program Agency (CUPA), Hayward-adopted version of the California Fire Code, as well as other hazardous materials and hazardous waste management programs, to ensure compliance with State and local hazardous materials laws, regulations and requirements.

DISTINGUISHING CHARACTERISTICS

The Hazardous Materials Inspector (HMI) is a public, non-safety position with the Fire Department's Office of the Fire Marshal, with responsibility for the permitting and inspection of hazardous materials facilities under the direction of the Hazardous Materials Program Coordinator. The HMI spends a majority of time in the field performing complex inspections to ensure compliance with laws and regulations applicable to a number of hazardous materials programs, including, but not limited to, the underground storage of hazardous materials, storage and handling of hazardous materials at businesses, the storage and treatment of hazardous wastes, and the storage of hazardous materials in aboveground tanks.

The HMI performs complex inspections often involving the storage and use of many chemicals at small-, medium- and large-sized industrial facilities. The HMI also reviews plans for new construction and tenant improvements of hazardous materials-related facilities, responds to complaints associated with the management of hazardous materials, and performs periodic investigations of hazardous materials spills and releases at hazardous materials facilities. This HMI position requires frequent contact with the public and hazardous materials facility owners and operators.

SUPERVISION RECEIVED

Direction is provided by the Hazardous Materials Program Coordinator.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Inspects hazardous materials facilities for compliance with hazardous materials laws, regulations and ordinances. This includes evaluating hazardous materials management and monitoring plans, as well as on-site evaluation of chemical storage and use practices.

ESSENTIAL DUTIES (continued):

Processes and evaluates hazardous materials permit applications and compliance plans according to applicable hazardous materials laws, regulations and ordinances.

Drafts permit conditions of approval and correspondence, or meets permit applicants to explain necessary revisions and additional conditions and requirements. Issues Hazardous Materials Permits, identifying appropriate permit types and fees. Conducts verification inspections to ensure compliance with approved permits and plans.

Makes recommendations for the elimination or control of hazardous conditions.

Evaluates hazardous waste at the phase of generation, transportation and disposal.

Investigates complaints and violations in the storage of hazardous materials and makes appropriate recommendations.

Reviews and processes Hazardous Materials Business Plans submitted by regulated facilities into the California Environmental Reporting System (CERS) for completeness and accuracy.

Assists in the development, maintenance and utilization of various information and data management systems for hazardous materials, including City-wide permitting software and, the California Environmental Reporting System (CERS).

Reviews compliance and provides interpretation for the Hayward-adopted version of the California Fire Code associated with hazardous materials.

Provides review and interpretation for the Planning and Building Divisions associated with hazardous materials.

Prepares detailed written inspection reports.

Gathers and prepares supporting documents and information for the District Attorney's Office and other agencies in preparation of environmental enforcement cases.

Assists the Hazardous Materials Coordinator and the Environmental Specialist in carrying out supporting functions for special features and programs relating to the Fire Department's hazardous materials program.

Provides technical support to First Responders to emergencies associated with the spill and release of hazardous materials.

Appears in court to provide testimony, as required.

Maintains liaisons with other departments and divisions within the City of Hayward, as well as other regulatory agencies and cities involved with hazardous materials facilities, including periodic joint inspections.

ESSENTIAL DUTIES (continued):

Attends various interagency meetings designed to coordinate activities and provide each other technical and informational support to facilitate completion of regulatory duties and responsibilities.

Facilitates Code Assistance Meetings to assist project proponents in the submittal of project plans for new facilities and tenant improvements.

Other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Chemical properties and uses.

Safe storage and handling procedures for hazardous materials.

Applicable Federal, State and local laws and regulations pertaining to hazardous materials.

Ability to:

Analyze and interpret codes, regulations, and policies.

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

Effectively communicate and interact with the public, City employees and with owners and operators of hazardous materials facilities.

Effectively write, ~~to~~-prepare and maintain accurate records, reports and letters.

Analyze and interpret data and to code it for computer entry.

Effectively use Microsoft Office programs, such as Outlook, Word, Excel, and Access.

EXPERIENCE AND EDUCATION

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

Experience: One (1) year recent experience in industrial or hazardous material inspection, permit issuance, government, health or environmental regulation enforcement, environmental health, industrial hygiene, toxicology or related subject area.

EXPERIENCE AND EDUCATION (continued):

Education: 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:

Section 15260 (d)(1)(A): 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 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.

Section 15260 (d)(1)(B): Registration as an Environmental Health Specialist (REHS) may be substituted for the required education.

License and Certificates: Possess and maintain a valid Class C Driver's License.

Per Title 23 Section 2715(j)(1) & (2) of the California Code of Regulations (Title 23 CCR), must possess a current International Code Council (ICC) California Underground Storage Tank (UST) Inspector Certification, or obtain such certification within six (6) months of employment.

Must possess, or obtain within 6 months of employment, a Cal EPA Aboveground Petroleum Storage Act (APSA) Inspector Training Certification.

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 following mental and/or physical abilities and work environment: work in a standard office and field environment and use standard office and field equipment and current software; to grasp, 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; consistently use and

SPECIAL REQUIREMENTS (continued):

maintain appropriate safety equipment in performing job functions and duties: safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or 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; and safely drive to various locations throughout the City and County to fulfill assigned duties. Essential functions must be performed with reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

T500 Hazardous Materials Inspector

Created June 1985

Revised August 1988

Revised May 2014

Revised August 2017

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt