

ENVIRONMENTAL SPECIALIST IV



Description:

Under general supervision, the Environmental Specialist IV performs detailed technical duties enforcing applicable Federal, State, and local statutes and regulations relating to the handling, use, storage, and disposal of hazardous materials specifically for the City of Victorville. This position performs a variety of assignments related to hazardous materials inspection, response, and collection of household hazardous waste. This position provides line supervision for clerical, inspection, and household hazardous waste technical staff; performs related duties as required.

Distinguishing Characteristics:

This is a single-position class reporting to a Division Chief. This position has a broad range of responsibility and requires independent judgment and initiative in order to implement the City of Victorville Certified Unified Program Agency (CUPA) program, the City of Victorville Household Hazardous Waste Collection Program, and the City of Victorville Hazardous Materials Emergency Response program. This position also participates as an after-hours on-call member of the County Hazardous Materials Emergency Response team. In that capacity, the position reports to the Hazardous Materials Specialist IV and the Supervising Hazardous Materials Specialist for the Emergency Response Section of the County Fire Hazardous Materials Division. (This classification is currently only available through the City of Victorville contract with County Fire)

Duties may include, but are not limited to:

1. Develops and coordinates the City of Victorville CUPA Hazardous Material Inspection Program.
2. Identifies CUPA-regulated facilities within Victorville's City limits, determines the applicability of CUPA laws, regulations, and statutes, and educates regulated facilities in lawful hazardous materials and waste management practices.
3. Performs routine and complaint inspections in the City of Victorville and writes reports regarding compliance with CUPA requirements for hazardous material handling and storage, accident prevention, underground storage of hazardous substances, aboveground storage of petroleum, and hazardous waste management and disposal.
4. Works in coordination with fire prevention and other City and County staff to address interdisciplinary issues in routine and complaint inspection.
5. Performs plan check and inspects for the installation of underground storage tanks in the City of Victorville.
6. Reviews and verifies business plans and Risk Management Plans within the City of Victorville.
7. Oversees the removal of underground tanks and oversees site assessment and remediation activities involving contaminated soil from leaking underground storage tanks per Local Implementing Agency (LIA) requirements.
8. Writes formal enforcement actions including Administrative Enforcement Orders and

Criminal and Civil actions.

9. Maintains the City of Victorville hazardous materials data management system and makes required reports in accordance with Title 27 of the California Code of Regulations.
10. Coordinates the maintenance of the fee schedule, the issuance of permits and receipts of fee, and the implementation of billing and reporting systems.
11. Responds to unauthorized releases of hazardous materials within the City of Victorville to provide technical assistance to Engine Company, Public Works, and private industry crews who respond to hazardous materials incidents.
12. Provides training to Fire Department, public agencies, and members of the public.
13. Prepares household hazardous waste for recycling and disposal.
14. Supervises inspection and household hazardous waste technical and clerical staff.
15. Prepares correspondence including applications and reports for various State and Federal program grants.
16. Obtains, interprets, and recommends action regarding pending legislation.
17. Attends meetings, technical advisory groups, educational programs, and participates in interagency training and exercises, to represent the City of Victorville CUPA, Household, and Response programs and to maintain expertise in technical and regulatory matters.
18. Prepares purchase orders for required equipment and services related to the City of Victorville CUPA, Household Hazardous Waste, and Emergency Response programs.
19. Performs other related duties as required.
20. Provide vacation or temporary relief for program duties.
21. Provide other duties, including emergency support and documentation, as required.

Typical Qualifications:

High school diploma or GED equivalent.

Four (4) years experience working in the related program.

Must possess and maintain a valid, unrestricted, Class "C" California driver's license. Must possess the Hazardous Materials Specialist IA through IG Certification per California Government Code Section 8574.20.

Additional specialized skills and education for the related program such as that gained from the four-week technician training through the California Specialized Training Institute (CSTI) or affiliated agency, certificate coursework through University of California Extension, classes from the annual CUPA, Decade User, or Continuing Challenge Conferences, or other applicable training and education.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code:

Salary Range:

Representation Unit: Contract

Last Updated: 5/20/10