

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Hazardous Materials Specialist	Job Family: VIII
General Classification: Professional	Job Grade: 40A

Definition: To implement and enforce the local and State Hazardous Materials and Fire Codes and Ordinances in efforts to bring private industry into compliance. To respond to hazardous materials spills, fires, and other emergency situations involving hazardous materials, when requested. To train first responders and the community in methods of identification and control of hazardous materials.

Distinguishing Characteristics: The Hazardous Materials Specialist reports to the Fire Marshal and assists the Fire and Environmental Protection Division, the Suppression Division in the Fire Department, and other City departments in technical expertise for the control of hazardous materials.

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

1. Review construction plan proposals for compliance with fire and building codes, State and Federal regulations, ordinances, and established policies and procedures. Advises/assists industry in an effort to bring them into compliance with codes, regulations, and ordinances.
2. Process hazardous material business plans and issue permits, including review of hazardous material business plan submittals in the California Environmental Reporting System.
3. Conduct field inspections of hazardous materials facilities, underground tank monitoring systems, underground tank installations and removals, and facility closures to monitor compliance with ordinances, policies, and procedures.
4. Conduct field inspection follow-ups based on referrals from the public, facility personnel, or the Suppression Division of the Fire Department. Issue warnings and citations and administer fines and penalties, as necessary, to obtain compliance with ordinances, policies, and procedures.
5. Prepare written reports and correspondence.
6. Review facility closure plans of hazardous material facilities for compliance with State and local requirements.

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7. Instruct and educate Firefighters, other City employees, and private-industry safety personnel on proper preventive and emergency response procedures when dealing with hazardous materials.
8. Respond to reported emergencies involving hazardous materials; directly assist and provide technical expertise to the Incident Commander as necessary.
9. Interact with other local agencies involved in Fire Code and Hazardous Materials Code enforcement to achieve consistency and uniformity in procedures and ordinance interpretations.
10. Perform other duties as required by the Fire Marshal.

Minimum Qualifications:

Knowledge of: City of Mountain View Hazardous Materials, Toxic Gas and Fire Prevention Ordinances and Guidelines; State, Federal, and private resources that are available to assist with hazardous materials emergencies; basic chemical and fire prevention principles and their application in identifying and evaluating hazardous chemical and fire hazard situations; City structure and functions.

Ability to: Provide technical assistance and advice to the Incident Response Teams; maintain accurate records pertaining to the Hazardous Materials, Toxic Gas and Fire Prevention Ordinances; use tact and diplomacy when interacting with the public, private industry, and property developers; interpret and explain the letter and intent of the Hazardous Materials, Toxic Gas and Fire Prevention Ordinances; effectively enforce regulations; coordinate work with other City departments; communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Education equivalent to completion of a bachelor's degree in chemistry, biology, fire science/fire technology, or an environmentally related field from an accredited college or university and two years of recent full-time experience in dealing with the storage and/or handling of hazardous materials. Education, experience, and knowledge in the area of local, State, or Federal codes and regulations dealing with hazardous materials and fire prevention is also required.

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Required Licenses or Certificates: Valid California Driver License upon appointment. Must complete the California Peace Officers and Standard Training (PC832) and obtain certification as an ICC California Underground Storage Tank Inspector within six months of appointment.

Working Conditions: Required to respond to emergency situations involving hazardous materials/hazardous materials spills; may require strenuous physical effort; intermittent requirement for unavoidable exposure to unpleasant environment; and exposure to potentially heavy and somewhat unpredictable hazards. This position is involved in enforcement activities.

Established: March 1985

Revised: October 2017

HRD/CLASS SPECS

Hazardous Materials Specialist