



HAZARDOUS MATERIALS PROGRAM MANAGER

THE POSITION: This position will conduct all duties required of a Certified Unified Program Agency (CUPA). The position is an equally shared position for both Mono and Inyo Counties, and the position is under the joint supervision of the Environmental Health Directors of both counties. Employee is in charge of all aspects of the day-to-day operation of the hazardous materials program and will conduct all aspects of the program. Depending on qualifications and experience, this position will operate with minimal day-to-day direct supervision.

ESSENTIAL JOB DUTIES,

Conduct inspections of all regulated hazardous materials facilities.

Manage and maintain the California Environmental Reporting System (CERS) software program, including keeping all CERS facility information up to date, and the review and approval of all business plan submittals.

Prepare all budgetary requirements of the CUPA programs.

Oversee the CUPA permitting and invoicing obligations.

Maintenance and submittal of all required reports to the California Environmental Protection Agency (CalEPA).

Development and implementation of CUPA enforcement program.

Investigation and appropriate response to hazmat incidents and complaints.

Coordinate with consultants and other agencies on clean-up proposals and environmental site assessments.

Maintenance and cleanup of paper files (CUPA).

MINIMUM QUALIFICATIONS:

Hazardous Materials Program Manager:

Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b) with major coursework 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 institution approved as above; OR

Possession of California Registered Environmental Health Specialist, Professional Engineer, or Professional Geologist certification from the State of California.

Licenses:

1. Possession of a valid California's Driver's License, and
2. Possession of, or ability to obtain within six months of hire date, a Hazwoppers Certification, and
3. Possession of, or ability to obtain within six months of hire date, the International Code Council (ICC) Certification as a California Underground Storage Tank (UST) inspector

Knowledge and Skills:

Knowledge of:

Provisions of Federal, State & local regulations regarding hazardous materials.

Relevant technology and analysis tools.

Principles and practices of environmental health, occupational health, industrial health.

Functions and operations of associated agencies.

Budgetary procedures.

Computer software applications.

Necessary Skills:

Written communication

Oral communication

Decision making

Planning and organization

Budget analysis

TYPICAL PHYSICAL REQUIREMENTS: While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, computer keyboard, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with co-workers, general public, County staff and management, consultants and outside agencies and organizations on a continuous basis. Employee may be required to lift and/or carry and/or move moderately heavy to heavy objects in the performance of required duties.

TYPICAL WORKING CONDITIONS: Employee performs assigned duties both indoors and outdoors in a variety of climatic conditions including exposure to hot and cold temperatures; may work in rough terrain and remote locations on occasion. Continuous contact with other staff and management, other agencies and organizations and the general public is also required.