



City of Tempe

HAZARDOUS MATERIALS PROGRAM SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	330	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$64,250
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$86,738
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Quality Specialist
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Receives general supervision from the Fire Deputy Chief, Special Operations or from other senior staff members.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of professional experience in handling, storing, and transporting hazardous materials and response to emergency incident involving hazardous materials, including the equivalent of three years coordinating hazardous materials emergency response plans.
<i>Education:</i>	Requires the equivalent to a Bachelor’s degree from an accredited college or university in environmental or industrial engineering, chemistry, microbiology or hazardous waste management or a degree related to the core functions of this position. Requires thorough knowledge of Title 40 CFR (Environmental Laws of the U.S.), Title 49 CFR (Transportation Laws), and Title 29 CFR (OSHA regarding Hazardous Response. In addition, requires an extensive knowledge and background in a variety of related computer software programs, such as database, word processing, spreadsheets, and digital photo editing.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a hazardous materials technician certification as required by the U.S. Department of Occupations Safety and Health Administration (OSHA) and approved by the Arizona Division of Emergency Management. ● Possession of Air Monitoring Equipment Repair Certification. ● Possession of Confined Space Rescue Certification.

- Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide coordination and oversight in implementing, expanding, and maintaining an electronic hazardous materials reporting system for industry in the City. To respond and answer questions related to chemical, biological, and hazardous material events pertaining to the Fire Department, Police Department, and other agencies. Coordinate training programs and emergency operations drills pertaining to area of assignment; assist the City with their emergency and mitigation plans, and serve as the City's liaison on emergency preparedness issues. Work may require exposure to adverse weather conditions, dust, chemicals, and other hazardous or disagreeable elements.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop and maintain an electronic reporting system for hazardous materials.
- Interact with industry, educational and health care facilities, in developing and reporting emergency response plans.
- Respond to hazardous materials incidents.
- Provide clear and succinct instruction at the hazardous materials technician level and first responder operations.
- Provide accurate advice to incident commanders during emergency incidents and work within the Incident Management System.
- Determine need and level of respiratory protection and chemical protective clothing at chemical or biological incidents.
- Coordinate large-scale disaster exercises to prepare City department staff to respond quick and effectively to emergencies.
- Develop and conduct a wide variety of presentations and training programs regarding hazardous materials to the Fire Department, Police Department, and area businesses in order to provide general or technical information, unit functions or emergency response operations; conduct confined space certification training.
- Develop plans in order to prepare for, respond to, identify, and operate at a Weapons of Mass Destruction (WMD) incident. Review agency procedures and readiness for a WMD response.

- Develop and perform inspection procedures on personal protective equipment for WMD incident suitability.
- Maintain and calibrate toxic and flammable gas detection equipment for the Fire Department and other City departments as needed.
- Develop and revise Standard Operating Procedures and Policies for emergency response situations, such as Anthrax, Mercury spills, Weapons of Mass Destruction, and Nuclear bomb.
- Develop a Hazardous Materials Manual and update as needed. Conduct training sessions for the Fire and Police Departments on the contents in the manual.
- Participate in the Fire Department re-accreditation process as needed.
- Serve as a liaison for the City on emergency preparedness issues with the Federal Emergency Management Agency, the State of Arizona Division of Emergency Management, Maricopa County Department of Emergency Management, and other local municipalities.
- Represent the City and Fire Department on various internal and external task forces and committees.
- Work closely with other agencies and departments regarding policy and procedures on incidents involving hazardous materials.
- Administer the process for submitting federal and state reimbursement claims for City costs during and after emergency operations.
- Develop cost estimates and make budget projections; write grants for funding and administer grants and section budgets.
- Maintain log of hazardous material events; submit written reports; compile and analyze technical and statistical data.
- Conduct confined space rescue, computer programs, and explosives training for department managers.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles;
- Use power tools (i.e. push mowers, jackhammers, drills, chain saws, and air power tools);
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out of doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to blood and airborne pathogens; bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;

- May require working extended hours;
- May work alone for extended periods of time;
- Operate city equipment.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective October 2003
Revised February 2004 (changes to range & training)
Revised January 2017 (add physical/mental activities)