



City of Tempe

HAZARDOUS MATERIALS SAFETY SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	286	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$57,696
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$77,890
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Solid Waste Equipment Operator II+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of experience in safety and/or hazardous materials, with a focus on incident response, training, or compliance program administration.
<i>Education:</i>	Some formal specialized training in safety and hazardous materials.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver's license. ● Possession of an OSHA or DOL related safety and/or hazardous materials certification within six months of hire. ● Within one year of hire, possession of other related certifications as determined by the Department which may include: <ul style="list-style-type: none"> ○ DEA/HIDTA Clandestine Drug Lab Certification; ○ DEA/HIDTA Site Safety Officer Certification; ○ MSA Gas Detector and repair maintenance Certification; ○ MSA Care Certification in the repair of respiratory equipment.

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 perform skilled technical duties in the collection and disposal of hazardous waste products, respond to and mitigate hazardous materials incidents, conduct safety training classes, and administer safety equipment programs.

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.
- Respond to hazardous materials incidents; assist the City of Tempe Police Department at special events and clandestine drug laboratories to identify and mitigate hazardous materials.
- Advise Police command staff regarding incident health and safety issues for the Officers; advise on level of respiratory equipment, chemical protective clothing needed for Police response teams; make field repairs of equipment as needed.
- Develop and conduct various safety related training classes in such areas as confined space entry, respiratory protection, hearing conservation, hazardous communications, personal protective equipment, DOT safety regulations, weapons of mass destruction, and various other OSHA, DOT, and EPA related safety topics.
- Maintain and calibrate toxic and flammable gas detection equipment for the City of Tempe; maintain and repair respiratory protection equipment including Air Purifying Respirators (APR) and Self Contained Breathing Apparatus (SCBA) for Tempe staff (not including Fire Department staff).
- Assist with daily operations of the Household Products Collection Center (HPCC), including identifying unknown chemicals bulking hazardous and non-hazardous materials such as compressed gas cylinders, flammables, corrosives and reactives for transport in compliance with DOT regulations.
- Assist with the response and investigation to citizen calls concerning improperly disposed of household hazardous chemicals and illegal dumping; produce written documentation as needed.
- Work in hazardous environments requiring the selection, use and knowledge of appropriate personal protective equipment; use monitoring devices, radiation detection equipment, color metric tubes etc.
- Participate in public outreach events related to Tempe Environmental Health and Safety Section programs; respond to customer inquiries and complaints.
- Maintain current knowledge of safety related DOT, OSHA, EPA regulations and hazardous materials safety related issues.
- Perform other related duties as assigned.
- 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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective March 2005

Revised January 2017 (add physical/mental activities)

Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)