



## County of San Mateo

# Hazardous Materials Specialist I/II/III (Open & Promotional)

<b>SALARY</b>	\$41.65 - \$64.71 Hourly \$3,332.00 - \$5,176.80 Biweekly \$7,219.33 - \$11,216.40 Monthly	<b>LOCATION</b>	San Mateo, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	J004M
<b>DEPARTMENT</b>	Environmental Health Services	<b>DIVISION</b>	Environmental Health Services
<b>OPENING DATE</b>	04/04/2024	<b>CLOSING DATE</b>	4/17/2024 11:59 PM Pacific

## Description

San Mateo County Health is seeking well-qualified individuals for the position of **Hazardous Materials Specialist I/II/III** to work in the Environmental Health Services Division, which is the Certified Unified Program Agency (CUPA) for the County. Hazardous Materials Specialists (HMS) perform inspections, enforcement activities and special assignments to ensure regulatory compliance at underground storage tank facilities, hazardous waste generators, tiered permitting facilities, hazardous materials handlers and above ground tank sites. They also respond to industrial and residential complaints and provide technical consultation and coordination of activities with city and county agencies. These positions will also assist facilities with compliance, review electronic facility submissions, and locate and educate new facilities. In addition, Hazardous Materials Specialists II/III will review underground storage tank permit applications and perform UST construction/modification inspections.

**There are currently three regular vacancies; the positions are located in San Mateo, CA, but will travel/drive throughout the County to perform duties of the position.**

**Certification:** Local regulatory staff must possess a valid California Underground Storage Tank (UST) Inspector Certificate issued by the International Code Council (ICC). New inspectors are required to pass the exam within 180 days from the date of hire and the certificate must be renewed every 24 months per California Code of Regulations, Title 23, Section 2715 (j).

Local regulatory staff must complete and pass an exam for the aboveground storage tank program within 180 days from the date of hire, as California Health and Safety Code 25270.5 requires this training to conduct inspections in this program.

The **ideal candidate** is self-motivated, eager to learn, and willing to ask questions. A desire to assist facilities with environmental regulatory compliance and manage time effectively, is critical; familiarity with California Environmental Reporting System (CERS) and experience performing regulatory inspections is preferred.

## SALARY

Level I: \$7,219.33 - \$8,072.13/monthly

Level II: \$8,460.40 - \$10,571.60/monthly

Level III: \$8,976.93 - \$11,216.40/monthly

**NOTE:** The eligible list generated from this recruitment may be used to fill future extra-help, term, unclassified, and regular classified vacancies.

## Examples Of Duties

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

- Inspect establishments and properties for compliance with hazardous materials management laws and regulations.
- Use testing equipment and special field apparatuses; interpret results.
- Make recommendations for the elimination or control of hazardous conditions.
- Conduct enforcement activities.
- Investigate and resolve citizen complaints.
- Assist with Site Mitigation Monitoring and perform sample collections.
- Provide instruction/education to community groups, contractors and individuals on matters of hazardous materials management.
- Maintain records and prepare reports and correspondence.
- Respond to emergencies as a member of the Hazardous Materials Response Team.
- Provide expert witness testimony in court proceedings.
- At the III level, research and coordinate a specialized hazardous materials management project or activity, such as health risk assessment, toxicology, and alternative technology.
- Perform related duties as assigned.

## Qualifications

### ***Knowledge of:***

- Hazardous materials management, including its scientific background, technology, principles, methods, investigative techniques and problems.
- Laws, regulations and codes governing hazardous materials.
- Government agencies, community organizations and business establishments as they relate to environmental health and hazardous materials management.
- Practices in the transportation and disposal of hazardous wastes.
- Emergency response procedures and protocols.

### ***Skill/Ability to:***

- Interpret laws, regulations and data.
- Define difficult problem areas, analyze complex data and make valid recommendations.
- Advise and instruct others on compliance requirements of hazardous materials programs.
- Enforce local ordinances and state law.
- Work independently and as a team member.
- Keep complex and accurate records.
- Prepare clear, concise reports and correspondence.
- Establish and maintain cooperative working relationships with others.
- Use, repair and calibrate field equipment.
- Collect samples of substances.
- Speak effectively and make public presentations.

### ***Education and Experience:***

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

**Level I:** Bachelor's degree in environmental health science, physical science, engineering science, industrial hygiene, chemistry, geology, or a related field.

**Level II:** One year of experience in hazardous materials management.

**Level III:** Two years of journey level experience in hazardous materials management.

## Application/Examination

**Open & Promotional. Anyone may apply.** Current County of San Mateo and County of San Mateo Superior Court of California employees with at least six months (1040 hours) of continuous service in a classified regular, probationary, Confidential and Management extra-help/limited term, and SEIU or AFSCME represented extra help/limited term positions prior to the final filing date will receive five points added to their final passing score on this examination.

The examination process will consist of an application screening (weight: pass/fail) based on the candidates' application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview (weight: 100%). Depending on the number of applicants, an application appraisal of education and experience may be used in place of other examinations or further evaluation of work experience may be conducted to group applicants by level of qualification. All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Mateo County, California and applicants must participate at their own expense.

**IMPORTANT: Applications for this position will only be accepted online.** If you are currently on the County's website, you may click the “**Apply**” button. If you are not on the County's website, please go to <https://jobs.smcgov.org/> to apply.

Responses to the supplemental questions must be submitted in addition to our regular employment application form. A resume will not be accepted as a substitute for the required employment application and supplemental questionnaire.

**Online applications must be received by the Human Resources Department before midnight on the final filing date.**

### TENTATIVE RECRUITMENT SCHEDULE

**Application Deadline: April 17, 2024, 11:59 PM PST**

**Application Screening: April 18, 2024**

**Civil Service Panel Interviews: April 29 and 30, 2024**

**Departmental Interviews: Week of May 6, 2024**

San Mateo County is centrally located between San Francisco, San Jose, and the East Bay. With over 750,000 residents, San Mateo is one of the largest and most diverse counties in California and serves a multitude of culturally, ethnically and linguistically diverse communities. *The County of San Mateo is committed to advancing equity in order to ensure that all employees are welcomed in a safe and inclusive environment. The County seeks to hire, support, and retain employees who reflect our diverse community. We encourage applicants with diverse backgrounds and lived experiences to apply. Eighty percent of employees surveyed stated that they would recommend the County as a great place to work.*

The County of San Mateo is an equal opportunity employer committed to fostering diversity, equity and inclusion at all levels.

**We are proud to be an Equal Employment Opportunity Employer.**

Talent Acquisition Analyst: Yvonne Alvidrez (040424) (Hazardous Materials Specialist I/II/III – J001, J003, J004)

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### Agency

County of San Mateo

### Address

County of San Mateo Human Resources Department  
455 County Center  
Redwood City, California, 94063-1663

**Phone**

(650) 363-4343

**Website**<https://jobs.smcgov.org>**Hazardous Materials Specialist I/II/III (Open & Promotional) Supplemental Questionnaire****\*QUESTION 1**

**IMPORTANT:** Applicants for this position are required to submit responses to the supplemental questions below. Your responses will provide detailed information about your background and experience related to this position.

**This information will weigh heavily in the application screening by the subject matter experts and will also be used in the selection process.**

Answer the questions completely, **paying attention to the multi-parts of the questions.** While being thorough and detailed, also be concise. Your strategic use of language as well as neatness, clarity of expression, attention to detail, proper use of grammar and the ability to follow instructions will be considered in the evaluation process. **A resume will not be accepted as a substitute for your responses.**

I have read and understand this important information. Proceed to supplemental questions.

**\*QUESTION 2**

Describe your qualifications, including your training and experience in underground storage tanks, hazardous waste, hazardous materials, and other Certified Unified Program Agency (CUPA) programs. Include any relevant licenses or certificates.

**\*QUESTION 3**

Describe your training and work experience in conducting inspections, performing investigations and enforcing Federal, State or local regulations. Include your role, typical tasks you performed, and challenges you encountered and how you resolved them.

**\*QUESTION 4**

San Mateo County Certified Unified Program Agency (CUPA) has transitioned to an electronic system for conducting inspections and reporting information to the State through California Environmental Reporting System (CERS). Describe your knowledge and experience with CERS and the County's local Portal, electronic inspection reports and any other technology utilized to improve regulatory compliance.

\* Required Question