



Job Code: 0515  
FLSA: NE  
Unit: IAFF  
Revised:

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## HAZARDOUS MATERIALS COORDINATOR

### **DEFINITION**

Under direction, provides technical expertise and lead direction concerning hazardous materials storage, use and investigation; makes inspections and issues permits for the control of hazardous materials; checks building plans for compliance with fire and life safety standards, and ensures compliance with current local, state and federal regulations. May conduct fire cause investigation and hazardous materials incident investigation; and performs other duties as required.

### **EXAMPLES OF DUTIES**

Provides technical assistance and training to all department personnel concerning all aspects of hazardous materials storage, use and investigation; conducts inspection of commercial, industrial and other properties to determine compliance to and enforcement of local, state and federal fire and life safety laws, regulations, codes and ordinances; investigates the causes of fires related to hazardous materials or those of undetermined origin; investigates reports of violations, issues citations to violators and initiates actions ensure compliance; investigates and reports releases, spills or leaks of any hazardous, toxic or poisonous materials; responds to hazardous materials emergencies and assists in controlling incidents by providing technical advice, conducting field analysis on unknown materials, donning chemical resistant clothing to take samples, manipulate leaking vessels; maintains accurate records and prepares reports; instructs department personnel in fire prevention and/or hazardous materials inspection techniques; reviews building plans and checks new construction for installation of fire protection system and hazardous material containment and detection devices; prepares a variety of public information materials and conducts public education/information activities to inform the general public concerning fire prevention, hazardous materials and their regulation; utilizes computers to perform word processing, spreadsheet and specialized functions; accesses and maintains large data bases.

### **DESIRABLE QUALIFICATIONS**

Knowledge of: General chemistry and chemical analysis, industrial chemical uses, procedures and safeguards, as it relates to hazardous materials; Uniform Fire and Building Codes, including Article 80 and the California Administrative Code, Titles 19 and 24; local, state and federal laws, regulations, codes and

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ordinances controlling the storage, use and handling of hazardous materials; effective communication principles; effective public speaking techniques; problem solving and negotiating techniques; methods, technology and equipment necessary for safe storage, use, handling and detection of hazardous materials; computer operation and software applications.

Skill to: Perform chemical analysis; read and understand technical materials; interpret and explain technical materials to lay persons both orally and in writing; conduct facility inspections; plan, coordinate, organize and implement projects and programs; research and analyze data; communicate effectively, both orally and in writing; develop and implement policies and procedures; read and understand construction plans; apply technical standards in practical situations; relate effectively to those contacted in the course of work; effectively supervise professional and clerical staff; don appropriate chemical protective equipment and enter contaminated areas to physically control hazardous materials releases; prepare clear, concise written, technical and non-technical materials; prepare training materials and instruct others; maintain confidentiality; utilize computers and computer software to perform word processing, spreadsheet and specialized functions; respond to emergencies, as required.

Experience: Responsible experience applying the Uniform Fire Code, Hazardous Material Storage Ordinances, and Federal and State laws relating to hazardous materials.

Education: Equivalent to completion of two years of college level work in chemistry, biology, biochemistry, Environmental Science, Toxicology, Industrial Hygiene or other related science associated with the study of hazardous materials, soil or groundwater contamination, or study of the environment. Completion of a four year college program in a related field preferred.

License: Possession of appropriate, valid California driver's license and, as required, a valid Medical Examiner's Card must be maintained.

Certification: Completion of PC 832 certification is required prior to completion of the probationary period.

Physical Characteristics: See well enough to read blueprints and specifications fine print and VDT's; hear well enough to converse on the telephone and 2-way radio, and in person; speak well enough to converse on the telephone and in person, speak to large groups of people and train others; bodily mobility to maintain balance on narrow platforms, climb ladders and stairs; use of hands and fingers to write, and use computer keyboard; strength to lift a minimum of 50

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pounds; stamina to wear a fully encapsulated suit and Self-Contained Breathing Apparatus for up to 60 minutes.

Other Characteristics: Must be willing and able to: work under adverse conditions such as outdoors, under extreme temperature variations and in toxic atmospheres; work regular and emergency overtime; be available and willing to work on call; wear a uniform and appropriate safety equipment; attend classes, seminars and conferences during working and non-working hours; safely use chemical test apparatus, such as field analysis kits containing hazardous materials and toxic gas meters, and personal protective equipment including Level A chemical protective clothing.

(jd0515.sam)