

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**HAZARDOUS MATERIALS INSPECTOR**

DEFINITION

Under the general supervision of the Senior Hazardous Materials Specialist, the Hazardous Materials Inspector performs routine to moderately difficult tasks in compliance of hazardous materials codes, ordinances, and regulations. The incumbent at this level has the required education and experience in the identification, storage, use, handling, and disposition of hazardous materials.

The incumbent may provide limited work direction to other Department personnel as necessary and may work out of class in the capacity of a Hazardous Materials Specialist.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service. In accordance with California Public Employee Retirement Law, Section 20434.5, this classification is designated as a California Public Retirement System safety classification.

DISTINGUISHING CHARACTERISTICS

The classification of Hazardous Materials Inspector is distinguished from the higher classification of Hazardous Materials Specialist in that the latter also determines the origin and cause of fires during fire investigations. A Hazardous Materials Inspector is not trained in fire investigations or suppression and is primarily responsible for ensuring compliance with hazardous materials related codes and ordinances.

The classifications of Hazardous Materials Inspector and Hazardous Materials Specialist are alternately staffed positions based upon the needs of the Department.

EXAMPLES OF DUTIES

Depending upon assignment duties may include, but are not limited to, the following:

- Conduct routine to moderately difficult inspections and investigations of facilities storing or using hazardous materials to ensure compliance with hazardous material codes, ordinances, and regulations.
- Review, evaluate, and process permit applications in accordance with applicable hazardous materials regulatory requirements. When necessary, prepare correspondence or meet with permit applicants to explain comments and additional requirements.
- Assist in the development of and may present training sessions to Department personnel in conducting hazardous materials inspections which conform to established codes, ordinances, and regulations.
- Investigate complaints and violations regarding the storage, use, and handling of hazardous materials. Testify in court, as appropriate.
- May respond to emergencies involving hazardous materials and function as a technical expert in the investigation of hazardous materials spills or related incidents.

EXAMPLES OF DUTIES (continued)

- Conduct fire safety inspections of weekend events, fairs, festivals, public fireworks displays and/or special effects.
- Assist in the development of procedures and guidelines consistent with program goals and objectives.
- Maintain education and training consistent with job requirements.
- Establish, organize, and maintain a variety of written and electronic record keeping related to hazardous materials code compliance.
- Write correspondence to a variety of sources using a computer, relative to compliance with hazardous materials codes and regulations.
- Coordinate with other local, state, and federal agencies, as needed, regarding inspection, plan review, investigation, compliance, and regulatory consistency.
- Maintain accurate records, conduct special studies, and generate reports regarding work performed.
- May be assigned duties in other Department programs at the discretion of the Fire Chief.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A Bachelor's degree from an accredited college or university in chemistry, environmental studies, biology, or other related science associated with the study of hazardous materials or environmental protection. Two years of responsible work experience which includes conducting inspections of facilities concerning the proper storage, use, and handling of hazardous materials.

As a condition of employment, will be required to have completed the following coursework within one year of employment (or as courses become available).

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| • Fire Inspector 1A | Duties and Administration              |
| • Fire Inspector 1B | Fire and Life Safety                   |
| • Fire Inspector 1C | Field Inspection                       |
| • Fire Inspector 1D | Field Inspection – California Specific |

Or

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|----------------------|---------------------------|
| • Fire Prevention 1A | Fire Inspection Practices |
| • Fire Prevention 1B | Code Enforcement          |
| • Fire Prevention 1C | Flammable Liquids and Gas |

International Code Council (ICC) California Underground Storage Tank System Operator certification and Underground Storage Tank Inspector certification must be obtained within six (6) months of employment and must be maintained, as required by state law, to perform assigned duties.

Must obtain and maintain certifications as required by state law to perform assigned duties.

Knowledge Of:

- Principles, practices, and techniques of hazardous materials inspection, and fire prevention.
- Basic chemical principles and their application in identifying and evaluating hazardous chemical situations and reactions.
- Federal, state, and local hazardous material codes and ordinances regarding the proper storage, use, and handling of hazardous materials and toxic gases, including the adopted fire and building codes.
- Building construction, including hazardous materials, alarm systems, sprinkler systems, wet and dry standpipe systems and related systems.
- Written communication principles to prepare clear and concise documents.
- Department regulations and operational procedures.

Ability To:

- Accurately interpret regulations, codes, and ordinances relating to hazardous materials storage, handling, and use.
- Correctly identify potential hazards in the storage, handling, and use of hazardous materials, and recommend corrective action.
- Perform physical labor, and wear protective clothing as required to perform inspections.
- Understand and carry out verbal and written directions.
- Maintain accurate records, prepare clear and concise reports, speak and write effectively.
- Maintain a calm and professional demeanor in a confrontational or difficult situation.
- Establish and maintain harmonious working relationships with those contacted in the course of work.
- Work irregular or protracted hours, and respond promptly to callbacks.

Working Conditions/Physical Demands: Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible materials. Work involves physical exertion, including standing, stooping, reaching, crawling and climbing. Manual dexterity, clear, understandable speech, visual and hearing acuity are also required.

Employment Condition: Must be flexible in work assignments. Program assignments and/or assignment to a specialized function may occur based on the needs of the division.

Incumbents may advance to the classification of Hazardous Materials Specialist upon meeting the qualifications of the Hazardous Materials Specialist classification, and with the recommendation of the Deputy Chief/Director of Fire Prevention and approval of the Fire Chief.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Requirements: The candidate must complete and pass a background check, Live Scan fingerprint, and complete a medical examination.