

## HAZARDOUS MATERIALS CAPTAIN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION:**

Under general direction, plans, assigns, organizes, supervises, and reviews the work of assigned staff within the Hazardous Materials division of the Contra Costa County Fire Protection District. Assists with complex inspections and investigations for compliance and enforcement of hazardous materials/waste laws, regulations and ordinances; assists in developing and implementing programs relating to hazardous materials and the protection of human health and the environment; may serve as a member of the Hazardous Materials Response Team (HMRT) responding to hazardous materials incidents; coordinates program activities with other agencies at the Fire District, County, State, and Federal levels.

### **DISTINGUISHING CHARACTERISTICS:**

The Hazardous Materials Captain is distinguished from that of Deputy Fire Marshal in that the latter class is responsible for the overall day- to-day management of the Hazardous Materials Division, with complex administrative and managerial responsibilities, whereas the Hazardous Materials Captain oversees Hazardous Materials programs and assigns, reviews, and coordinates the work of assigned personnel within the programs.

Hazardous Materials Captain is distinguished from Hazardous Materials Inspector in that the latter class has no supervisory responsibility.

Hazardous Materials Captain is distinguished from Fire Captain in that the latter class functions as a station commander in charge of a fire company responsible for fire suppression and emergency operations, and Fire Prevention Captain in that the latter provides lead direction to staff of various programs of the Fire Prevention Bureau.

The Hazardous Materials Captain reports to a Deputy Fire Marshal, or designee.

### **TYPICAL TASKS:**

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

- Assists Fire Prevention Bureau and Hazardous Materials division leadership in setting goals and objectives and establishing program priorities
- Audits the implementation of Unified Program elements and recommends modifications
- Prepares a variety of clear professional reports, memoranda, business correspondence, and other documentation including reports of findings, and assists staff in the preparation of material for use in legal actions

- Reviews staff reports
- Develops and participates in training programs
- Attends trainings and conferences in order to maintain competency in assigned areas
- Responds to questions from the public, and to citizen complaints involving hazardous materials/hazardous waste issues
- May coordinate or lead a specific project or program
- Makes presentations to community groups, businesses and public agencies
- Acts as a liaison for the Fire District with other agencies
- Represents the Fire District -CUPA at meetings with local, state and federal partners
- Assists with policy development and implementation
- Responsible for effectively using assigned staff resources
- May assist Deputy Health Officer in carrying out their responsibilities associated with hazardous materials responses.
- Assigns, organizes, provides technical assistance to, and supervises the work of assigned staff within the Hazardous Materials-CUPA Programs
- Assumes responsibility for a variety of personnel actions including selection and performance evaluations.
- May respond as a member of the HMRT in various roles as defined by the needs of the incident and under the direction of the Incident Commander
- Participates in after-hours standby program for related CUPA program and HMRT requirements.
- Assists staff with complex inspections and investigations for compliance and enforcement of hazardous materials/waste laws, regulations and ordinances
- Responds to questions, problems, and irregularities encountered by staff

#### **MINIMUM QUALIFICATIONS:**

**License Required:** Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application process.

**Education:** Possession of a Bachelor's Degree from an accredited college or university with a major in biology, chemistry, industrial engineering, industrial hygiene, toxicology, environmental science, physical sciences, biological sciences, or a closely related field. Successful completion of at least thirty (30) semester or forty-six (46) quarter units as required by the State of California for the Certified Unified Program Agency (CUPA), which may include courses such as: Biology, Microbiology, Chemistry, Chemical Engineering, Physics, Physical Science, Environmental Science, Geology or Soil Science, Environmental Health, Environmental or Sanitary Engineering, Toxicology, Industrial Hygiene, Hazardous Materials Management, Fire Science or Fire Technology.

**Experience:** Four (4) years of full time work experience in the field of hazardous materials/environmental health compliance and enforcement performing investigations

and inspections, including implementing and developing hazardous materials and environmental regulatory programs, two (2) years of which must include experience as a Hazardous Materials Inspector in the Contra Costa County Fire Protection District.

**Substitution of Experience:** Possession of a master's degree from an accredited college or university in public health, chemistry, industrial engineering, industrial hygiene, toxicology, physical sciences, biological sciences or a closely related field may be substituted for one (1) year of the required experience.

### **Certification and Training Requirement:**

- 1) Hazardous Materials Specialist certification, which meets the requirements of the California Occupational Health and Safety Administration's (OSHA) Hazardous Waste Operation and Emergency Response standard (CCR Title 5192) et seq
- 2) California Underground Storage Tank (UST) Inspector Certification, issued by International Code Council (ICC), in accordance with CCR Title 23
- 3) Aboveground Storage Tank Training, issued by CAL FIRE Office of State Fire Marshal, in accordance with California Health and Safety Code (HSC) Chapter 6.67.
- 4) Incumbents must be certified in accordance with HAZWOPER Occupational Health and Safety standards and maintain a certification meeting OSHA's Hazardous Waste Operation and Emergency Response standards (Title 8, Section 5192)

Within 12 months of appointment to this classification, incumbent must:

- 1) Successfully complete the following California State Fire Service Training and Education courses: Fire Inspector 1A, 1B, 1C, and 1D; and
- 2) Obtain a Hazardous Materials Technician certification, which meets the requirements of the California Occupational Health and Safety Administration's (OSHA) Hazardous Waste Operation and Emergency Response standard California Code of Regulations (CCR) Title 5192) et seq

**Special Requirements:** Hazardous Materials Response Team (HMRT) members are required to take and pass an annual medical/physical, which includes respirator authorization, as provided by the District.

Ongoing maintenance and obtaining of all certification(s) and training required to perform Unified Program inspections as defined by CCR, Title 27, or the related Health and Safety Code or California Code of Regulations is required.

### **Other Requirements:**

**Physical Requirements:** Ability to meet such health standards as established by the District for the position. Will be required to take and pass an annual physical, which includes respirator authorization.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Administrative principles applicable to the organization and functions of public agencies and Certified Unified Program Agencies
- Principles, practices and techniques of effective organization, supervision, training, and meeting facilitation
- Public personnel policies and practices
- The Unified Programs including the Hazardous Waste Generator, Above Ground Storage Tank, Underground Storage Tank, Hazardous Materials Release Response and Inventory Plan, California Accidental Release Prevention and the Hazardous Materials Management Plans and the Hazardous Materials Inventory Statement programs (CCR Title 27§15100)
- Federal, state and local laws, regulations and ordinances pertaining to hazardous materials/waste management and the health and safety of the public, workers and the environment
- Methods, techniques and practices used in the determination and elimination of hazardous materials hazards in industry, the environment, and the community
- Principles and practices of hazardous materials inspection, regulation and enforcement
- Methods, techniques and practices of collecting evidence and maintaining a chain of custody
- Practices in the generating, transportation, treatment, recycling and disposal of hazardous waste
- The fundamentals of chemistry, with a strong emphasis on chemical characteristics, hazardous identification, compatibility issues and the effects on human health and the environment
- Effective public information and public relations methods
- Computer applications such as word processing, spreadsheets and databases
- Principles of evaluation and control of hazardous materials releases
- Effectively utilize ICS to command and lead subordinates in hazardous material response operations

### **Ability to:**

- Communicate effectively - verbally and in writing
- Plan, organize, prioritize, schedule and assign workload
- Effectively motivate, supervise and evaluate the work of assigned staff
- Develop, interpret and implement policies and procedures
- Interpret, apply and enforce hazardous materials/waste laws, regulations and ordinances
- Analyze and interpret data relating to hazardous materials/wastes and occupational health issues

- Prepare clear and concise reports and correspondence
- Conduct complex investigations and inspections, evaluate findings and prepare detailed reports
- Advise staff on complex assignments and issues
- Advise and instruct others on compliance requirements of hazardous materials programs
- Identify hazards and recommend corrective action
- Competently assume a lead role during a hazardous materials incident
- Analyze situations quickly and accurately to take effective action
- React quickly, calmly and effectively in emergency or stressful situations
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the regulated community and the public
- Develop presentations and speak before groups of various sizes
- Pass annual respiratory fitness exam and annual physical exam
- Wear and maintain Personal Protective Equipment (PPE) to include a respirator, self contained breathing apparatus, fully encapsulated suits, and/or structural/wildland turnout gear

**Established: TBD**