CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

HAZARDOUS MATERIALS/PRE TreatMENT TRAINEE

DEFINITION:
Under immediate supervision, in a training capacity, to perform entry level work in: 1) the permit inspection of
industrial and commercial establishments discharging waste into the City’s sewer systems and storm drains; or 2) the
inspection and coordination of the use, storage, and disposal of hazardous materials at City facilities; or 3) the
inspection of commercial refuse loads at a public landfill for unauthorized materials; and to perform related work.

EXAMPLES OF DUTIES:
1) As a waste discharge permit inspector:
- Inspects industrial processes to determine the type and amount of industrial waste being discharged into the
  sewer system;
- Observes industrial work flow processes to understand chemical and water uses, distribution, and disposal;
- Determines the appropriateness of a variety of wastewater discharge pretreatment systems;
- Identifies industrial waste problems with manufacturing processes, wastewater pretreatment systems and
  operational techniques;
- Draws schematics of field sites and industrial processes;
- Drafts staff reports;
- Recommends chemicals and other constituents to be tested for, sampling schedules and locations,
  monitoring requirements and other permit parameters;
- Explains discharge regulations to the industry;
- Conducts research to gather information regarding water consumption and lab analysis history.

2) As a hazardous materials inspector and coordinator:
- Assists City departments in conformance to Federal, State, and County regulations regarding the appropriate
  storage, use, and disposal of a variety of chemical substances;
- Explains and interprets codes and regulations related to hazardous materials;
- Audits City facilities to determine the type and amount of hazardous materials stored, discharged into the
  sewer, or disposed as hazardous waste;
- Assists in developing waste minimization proposals;
- Provides technical direction in the identification, purchase, and disposal of hazardous materials;
- Assists in developing Business Plans outlining emergency response measures, locations of facility
  operations, and chemicals used and stored;
- Inspects loads of commercial refuse haulers for unauthorized materials and directs unacceptable materials to
  recycling facilities;
- Contacts licensed haulers to coordinate the removal of dangerous materials;
- Holds potentially dangerous materials for inspection by County agencies or Fire Department Combustible,
  Explosive and Dangerous Materials (CEDMAT) Inspectors;
- Conducts follow-up contacts with waste haulers and industrial waste generators to obtain voluntary
  compliance for properly disposing of materials.

MINIMUM QUALIFICATIONS:
Please note: the minimum qualifications stated below are a guide for determining the education, training, experience,
special skills, and/or license which may be required for employment in the class. These are re-evaluated each time
the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum
qualifications.

College graduation with a Bachelor’s degree in Chemical Engineering, Environmental Engineering, Sanitary
Engineering, Environmental Health, Industrial Hygiene, Chemistry, Biology, or a closely related field. Possession of a
valid California Class C Driver’s License.

EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are
all listed tasks necessarily performed by everyone in this class.