

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING HAZARDOUS MATERIALS INSPECTOR

DEFINITION:

Under direction, to supervise the work of a professional staff engaged in hazardous materials inspection, investigation, enforcement or other regulatory management activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, organizes and directs the work of staff performing hazardous materials compliance or enforcement inspections;
- Makes work assignments and establishes priorities for assigned staff;
- Determines appropriate hazardous materials disposal procedures;
- Meets with City department representatives to discuss reasons for noncompliance and recommend compliance measures;
- Maintains liaison with City departments on hazardous materials use, storage and disposal issues;
- May conduct the inspection of the most complex City operations;
- Reviews and coordinates special investigations;
- Prepares reports and correspondence;
- Develops and implements mandated programs and sub-programs;
- Develops enforcement guidelines, procedures and actions;
- Selects, rates and trains subordinate inspectors;
- Initiates and documents enforcement actions against City departments to secure compliance with hazardous materials regulations;
- Clarifies and resolves outstanding hazardous materials violations with City departments in noncompliance;
- Issues notices of violation;
- Oversees hazardous waste identification and packaging activities to ensure compliance with regulations;
- Assists in the development of hazardous waste related contractual agreements;
- Attends various committee and board meetings;
- Performs related work.

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.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Chemistry, Biology, or a closely related field; **AND** four years of professional level experience in hazardous materials management.

- * **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.