
6120 Environmental Health Inspector

Recruitment #CBT-6120-093431

SPECIALTY Hazardous Materials and Waste Program
DEPARTMENT Public Health
ANALYST Lillian Louie
DATE OPENED 1/25/2019 08:00:00 AM
FILING DEADLINE 2/8/2019 5:00:00 PM **Filing Deadline Extended Thru 2/22/2019**
SALARY \$99,814.00 - \$121,290.00/year
JOB TYPE CBT Discrete
EMPLOYMENT TYPE Full-Time

INTRODUCTION



CLASS 6120 ENVIRONMENTAL HEALTH INSPECTOR HAZARDOUS MATERIAL AND WASTE PROGRAM

Under direction, the Environmental Health Inspector - Hazardous Materials and Waste Program (HM&WP) is responsible for the enforcement of various environmental laws and regulations pertaining to the use and storage of hazardous materials/waste, medical waste, the operation and maintenance of Underground Storage Tanks (USTs), mobile air conditioner chlorofluorocarbon recovery units, and review and implementation of Spill Prevention, Control and Countermeasures (SPC) Plans. The HW&WP Inspector conducts inspections of various businesses, commercial operations, industrial plants, educational institutions, municipal plants/facilities, high buildings, hospitals, etc., in order to enforce applicable state laws and regulations and local ordinances pertaining to hazardous materials/waste management, USTs, medical waste and aboveground petroleum storage. The Inspector identifies violations; recommends appropriate corrective actions; issues citations; prepares technical reports; and attends enforcement hearing as necessary to achieve compliance. The essential job functions include:

- Enforces provisions of the San Francisco Health Code, State Health and Safety Codes and regulations pertaining to the implementation of environmental regulatory programs implemented by Unified Program Agencies under the California

Environmental Protection Agency; may be required to specialize in any of the program areas implemented by Unified Program Agencies or other areas assigned to the HM&WP;

- Conducts multiagency investigations as necessary to gain compliance with applicable codes and regulations pertaining to hazardous materials storage and management requirements; coordinates efforts with the Department of Public Works, bureaus of building inspection, electrical inspection and plumbing inspection and with the Fire and Police Departments in the enforcement of the building, electrical, plumbing, fire and police codes; appears as a witness in court litigation when required and testifies in cases involving hazardous materials and waste management, maintenance and operation of underground storage tanks, medical waste management, commercial buildings, and other matters;
- Conducts complaint inspections of commercial buildings, hotels, vacant lots, business establishments, institutions and other facilities where hazardous materials are stored/used; checks for compliance with applicable codes; detects violations; coordinates efforts with applicable city departments in the enforcement of appropriate codes; makes follow-up inspections to assure ordered corrections have been made; makes recommendations for additional enforcement actions for facilities remaining in violation; prepares technical reports; appears and testifies at hearings;
- Conducts establishment inspections, including industrial facilities, power plants, hazardous waste generator sites, underground storage tank (UST) sites, hospitals, commercial buildings, high rise buildings, aboveground storage tank facilities, hazardous materials storage facilities, automobile repair and body shops, hotels, educational institutions; research laboratories, manufacturing plants, and other locations where hazardous materials are stored/used; detects violations; orders corrections to effect compliance with established requirements, advises operators, building owners, architects, contractors and others on methods related to design modification and equipping to comply with applicable codes and regulations; processes applicable portions of building permit applications and plans applicable to work and follows through to insure that requirements are adhered to; advises operators and employees on proper handling procedures to ensure public health and safety; obtains samples of materials as needed in environmental enforcement cases and submits samples for laboratory analyses, conducts investigations relative to compliance with applicable laws and regulations; reviews submittals to the California Environmental Reporting System (CERS) for determination of compliance with applicable requirements; conducts progressive enforcement as needed to obtain compliance with applicable laws and regulations including issuance of citations to appear for a compliance conference and/or hearing, drafting Administrative Enforcement Orders and related documents for the assessment of civil penalties; issues Red Tags at UST sites and appears and testifies at hearings to enforce compliance with applicable laws and regulations;
- Conducts non-routine inspections such as field screening, complaint investigations regarding the illegal disposal of hazardous waste and site investigations and re-inspections to determine compliance with applicable regulations; and
- Performs miscellaneous duties as required, including hazardous materials surveys, soil and ground water sampling, enforcement samples, multi-agency investigations, compliance assistance to businesses; attends meetings and educational conference, giving talks to groups, conducts tours with students and groups and conducts special emergency investigation of hazards and other threats to public health and safety and the environment involving hazardous materials.

The 6120 Environmental Health Inspector performs other related duties as required.

Nature of Position:

This position may require sustained physical effort involving continuous walking with some climbing of ladders and bending and stooping in conducting inspections with occasional exposure to health and safety hazards and other unpleasant conditions.

MINIMUM QUALIFICATIONS

Education:

- Possession of a baccalaureate degree from an accredited college or university in engineering, environmental health, mathematics, or the physical, natural or biological sciences. AND

Experience:

Hazardous Materials and Waste Program (HM&WP) specialty:

- Requires two (2) years of experience in hazardous materials, hazardous waste, site mitigation and/or medical waste as a technician or inspector in an environmental health agency or related regulatory/service agency, or as a professional consultant in the environmental health industry; **OR**
- One (1) year of experience as an inspector in a Certified Unified Program Agency (CUPA) AND

License and Certification:

- Possession of a current, valid California driver's license.

Conditions of Employment:

1. Must obtain Hazardous Waste Operations and Emergency Response Certification (HAZWOPER) as defined by California Code of Regulations Title 8 Section 5192 within one year of the start date of employment.
2. Must obtain California Underground Storage Tank (UST) inspector certification issued by the International Code Council (ICC) within one year of start date of employment.

Note: Failure to demonstrate/show proof of possession or completion of the job requirement (s) and maintain throughout the length of employment may result in dismissal and/or termination of employment.

Special Conditions - In addition to the listed minimum qualifications, some position (s) may require special conditions which may include, but not be limited to: bilingual proficiency in a variety of languages depending upon the department's bilingual needs. Only those eligible candidates who pass the bilingual proficiency test will be considered for bilingual positions. Applicants must indicate on the application form the language(s) in which they claim proficiency.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Lillian Louie, by telephone at 415-554-2912, or by email at Lillian.Louie@sfdph.org

SELECTION PROCEDURES

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Written Examination (Weight - 100%):

Candidates who meet the Minimum Qualifications will be invited to take a written multiple-choice test designed to measure the knowledge, skills and/or abilities in job related areas required for the position which may include but not be limited to: Knowledge of environmental health sciences; knowledge of federal, state and local laws, ordinances, rules and regulations; knowledge of field inspection methods, techniques and procedures; ability to analyze and solve problems; written communication abilities; interpersonal relations ability.

The Multiple-Choice Test Preparation Manual, designed to provide tips and guidance on how to prepare and take multiple-choice examinations can be obtained at:

<http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>

A passing score must be achieved on the written multiple-choice examination in order to continue in the selection process. Candidates will be placed on the eligible list in rank order according to their written examination score.

This is a standardized examination; therefore, test questions and test answers are not available for public inspection or review.

Language Proficiency Exam:

For positions requiring bilingual fluency, candidates deemed qualified who meet the special language condition, must pass a department approved language proficiency exam prior to appointment. Only those eligible candidates who pass the bilingual proficiency test will be considered for the bilingual position.

Eligible List/Score Report:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of six (6) months, and may be extended with the approval of the Human Resources Director.

To find Departments which use this classification, please see

<https://sfdhr.org/sites/default/files/documents/ASO-Level-Chart.pdf?documentID=21246>.

Certification:

The certification rule for the eligible list resulting from this examination will be Rule of Three Scores. Additional selection processes may be conducted by the hiring department prior to making final hiring decisions.

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Terms of Announcement and Appeal Rights

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Requests:

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable **ADA Accommodation** at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Information regarding requests for **Veterans Preference** can be found at: <http://sfdhr.org/information-about-hiring-process#veteranspreference>

Licensure/Certification/Registration:

Valid licensure/certification/registration as a requirement to perform the job must be kept current throughout length of employment. Failure to demonstrate/show proof of possession of required valid licensure/certification/registration may result in dismissal and/or termination of employment.

Note on Electronic Health Records:

The Department of Public Health (DPH) is implementing a unified Electronic Health Record (EHR) system and DPH employees must demonstrate competency in the use of the system that is appropriate for their classification as a condition of employment.

Note on Personal Protective Equipment (PPE):

Some positions in the Department of Public Health will require the use of personal protective equipment (PPE), including but not limited to gloves, gowns, eye and face protection, and face-fitting respirators. The requirement for the use of PPE may come on short or no notice. Facial hair or any condition that interferes with a face-fitting respirator's seal (i.e. comes between the sealing surfaces of the respirator and the wearer's bare skin) is not permitted when face-fitting respirators are worn, including during initial or periodic respirator fit-testing. Employees who choose not to shave and do not have either American Disabilities Act (ADA) or Equal Employment Opportunity (EEO) Accommodations do not have the right to alternate work assignments or the option of using a loose-fitting Powered Air Purifying Respirator (PAPR) in place of a Face Fitting Respirator.

Physical Examination:

Prior to appointment, at the Department's expense, applicants may be required to take a tuberculosis (TB) screening test, a medical examination and/or drug test.

Drug Testing Requirement:

Applicants for positions in this classification who are not currently employed by the City and County of San Francisco in a safety-sensitive position represented by TWU Local 250-A, are required to pass pre-employment drug and alcohol testing. All employees in this classification may also be subject to drug and alcohol testing upon reasonable suspicion or after a work-related accident. Applicants with a positive result from a pre-employment drug test will be restricted from hire in safety-sensitive positions for six months after the date of the positive test.

Exam Type: ENTRANCE

Issued: January 25, 2019

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: CBT-6120-093431

DPH/LL/415-554-2912 (DHR Pos. Nos. 01112133/01109302

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click here.

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