



CITY OF BERKELEY
invites applications for the position of:

Hazardous Materials Manager

SALARY: \$58.89 - \$71.07 Hourly
\$10,208.12 - \$12,318.16 Monthly
\$122,497.44 - \$147,817.90 Annually

OPENING DATE: 01/28/19

CLOSING DATE: 02/19/19 05:00 PM

THE POSITION:

The City of Berkeley is accepting applications to fill a Hazardous Materials Manager position!

Under general administrative direction, develops and administers a comprehensive toxics management program, supervises and provides technical review of professional and support staff, and performs complex inspection and enforcement duties in an environmental hazardous substances program; performs related work as assigned. This class directs and administers the City's Toxics Management Division functions. The Hazardous Material Manager formulates policy, develops goals, objectives, and operational improvement priorities for the division, supervises staff, administers the division's budget and directs operations. Assignments allow for a high degree of administrative direction independent judgment in the planning of work programs. The manager conducts the most complex and difficult investigations and insures completion of other inspections, reports and presentations of findings, which require a comprehensive knowledge of the handling and management of hazardous materials. This class is distinguished from the Director of Planning, which has responsibility to manage all of the divisions within planning, including Building and Safety, Land Use Planning, Office of Energy & Sustainable Development, and Toxics Management This classification is sometimes required to work extended, weekend, holiday and off-hours to handle emergency situations.

Typical duties may include:

- Plan, organize, direct and coordinate the Toxics Management Division; plan, develop, implement, and monitor programs, policies and procedures to insure compliance of City agencies and enforcement of federal, state and City laws and regulations related to toxic materials
- Assist departments with environmental reviews and assessments and provide necessary technical review of staff approval of site remediation and of work plans submitted by consultants for clean-up of contaminated soils and groundwater
- Coordinate inspections and investigations of hazardous materials facilities for compliance with federal, state, and local safety storage and handling regulations; oversee the more complex inspections and reviews for sites which require specialized knowledge or a high level of technical expertise
- Represent the department before civic and community groups; respond to inquiries from the media and the public; prepare new or revised ordinances or codes needed to implement hazardous materials and toxics management; increase community participation in programs via outreach activities
- Maintain liaison with federal, state and local offices; staff and serve on committees with City departments and agencies, commissions and other groups on protection from toxic substances; coordinate the activities of the programs with other divisions, departments and agencies concerned with environmental health
- Plan, organize, direct, review and evaluate the work of staff; select, assign and train staff in work procedures and administer discipline as required
- Formulate and implement policies and procedures pertaining to the enforcement of relevant codes, laws and ordinances and provide technical assistance for enforcement actions related to environmental, criminal, and civil actions
- Prepare and administer the division's budget and provide technical oversight of the hazardous material data management system
- Respond to the scene of hazardous material incidents or other emergency situations to direct subordinates and to provide consultation to other responding agencies and may collect samples and other evidence of hazardous substances violations and identifies unknown substances with field testing equipment
- Represent the City in inter-departmental and inter-agency coordinating meetings
- Review plans, monitor, manage and advise on all hazardous materials spills, waste materials other

regulated toxic materials to ensure public safety and compliance with all local, state and federal laws.

REQUIRED QUALIFICATIONS:

EDUCATION:

Equivalent to graduation from a four year college or university with a major in chemistry, biology, geology, hydrogeology, toxicology, environmental management sciences, physical or engineering science, or a related field.

AND

EXPERIENCE:

Four (4) years of experience in hazardous materials management, or similar hazardous materials programs. At least two (2) years of experience must include responsibility for enforcement of hazardous materials laws, regulations, and ordinances at a level equivalent to the Hazardous Materials Specialist II classification.

A master's degree in an appropriate field may be substituted for up to one (1) year of the experience requirement.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Supervisory principles and practices including selection, training, work evaluation, and discipline
- Principles and practices of chemistry, biology, geology, hydrogeology, environmental management and engineering
- Safe methods, techniques and practices used in the storage, handling, and management of hazardous materials
- Principles and practices of disaster planning including emergency response and evacuation procedures
- Local, state, and federal hazardous substances control and safety regulations and requirements
- Principles and techniques of sampling analysis of soil and water specimens
- Basic methods and practices of transportation and disposal of hazardous wastes
- Statistical methods and survey techniques

Skill in:

- Planning, assigning, supervising, reviewing, and evaluating the work of assigned staff
- Conducting thorough inspections of hazardous materials facilities
- Organizing, prioritizing, and coordinating work activities
- Communicating effectively, both verbally and in writing
- Determining operator/owner compliance with state and federal environmental protection legislation
- Analyzing and evaluating the results of sampling studies
- Coordinating difficult hazardous waste materials/wastes inspection and enforcement activities with involved city, county, state, and federal agencies
- Exercising sound, independent judgment within established guidelines
- Educating the public in matters related to hazardous materials handling and management
- Interpreting and enforcing safety and environmental regulations and guidelines
- Identifying and recommending solutions to complex hazardous materials/waste management problems
- Establishing and maintaining effective working relationships with those contacted in the course of the work

APPLICATION PROCESS:

Applicants must submit the following:

1. City of Berkeley Employment Application
2. Supplemental Questionnaire
3. Resume

All materials must be received no later than 5:00 PM (PST) on the closing date. Postmarks, faxes and incomplete applications will not be accepted.

Resumes are not a substitute for a completed application.

The examination process will consist of:

1. Review of applications to ensure all required materials have been submitted and for minimum qualifications for the classification.
2. Applicants who meet the minimum requirements will undergo a competitive review and assessment of their supplemental questionnaire responses to evaluate education/training, and experience to determine the best qualified applicants.
3. Depending upon the number of qualified applicants, those that pass the competitive review will be invited to participate in an oral examination which is **tentatively scheduled for the week of March 18, 2017**. The oral exam will cover elements of the knowledge and abilities identified in this announcement.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to conduct final selection interviews. Hiring Department will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background/reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency/disaster.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-981-6800 | hr@cityofberkeley.info | 2180 Milvia 1st Floor, Berkeley, CA 94704. Requests can be made via email, phone, or in writing via U.S. mail.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the ADA Coordinator, 2180 Milvia Street, Berkeley | Phone: 1-(510)-981-6300 | TTY: 1-(510)-981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/hr/>

Position #2019-02-13770
HAZARDOUS MATERIALS MANAGER
KC

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, CA 94704
(510) 981-6800
(510) 981-6806

hr@CityofBerkeley.info

Hazardous Materials Manager Supplemental Questionnaire

* 1. Please indicate your highest level of education.

- High school or equivalent
 Associate degree

- Bachelor degree
- Masters degree
- Doctorate

- * 2. Please list your degree major/minor and/or completed coursework. If not applicable, please type "N/A".

- * 3. Please indicate your years of experience in hazardous materials management, or similar hazardous materials programs.
 - Less than four (4) years
 - Four (4) years
 - More than four (4) years

- * 4. Please indicate your years of experience with direct responsibility for enforcement of hazardous materials laws, regulations, and ordinances at a level equivalent to the Hazardous Materials Specialist II classification.
 - Less than two (2) years
 - Two years
 - More than two (2) years

- * 5. Describe your experience coordinating, collaborating, and consulting with other agencies related to inspection and enforcement activities. Provide an example that highlights your role and the types of agencies that were involved.

- * 6. Describe your experience supervising and managing staff, including your role in activities such as training and mentoring staff, scheduling inspections, conducting performance evaluations, team building, and conflict resolution.

- * 7. Describe training and certifications you have received in safe methods, techniques and practices used in the storage, handling, and management of hazardous materials.

- * 8. I acknowledge that I have reviewed all my answers to all above supplemental questions for accuracy.
 - Yes

* Required Question