



**Hazardous Materials Inspector I/II  
Community Development Department  
Building, Life, & Environmental Safety (BLES) Division**

**Inspector I - \$6,584.25 - \$8,222.92 monthly, plus excellent benefits  
Inspector II - \$7,273.17 - \$9,083.25 monthly, plus excellent benefits**

**APPLICATION CLOSING DATE:  
Monday, January 28, 2019**

**APPLICATION PROCESS**

If you are interested in pursuing this exciting career opportunity, please attach and submit the following four (4) required items with your NEOGOV application:

- **A completed City of Gilroy employment application including supplemental question responses**
- **A detailed cover letter expressing your interest in the position with the City of Gilroy**
- **A detailed resume that highlights your related skills and experience**
- **Copies of certifications as described in job requirements section (*if in possession of*)**

**ABOUT THE POSITION**

The City of Gilroy is currently recruiting for a Hazardous Materials Inspector I or a Hazardous Materials Inspector II position to be filled at either level. The goal for the Community Development Department Building, Life & Environmental Safety (BLES) Division is to provide comprehensive plan check and building inspection services in accordance with local, state, and federal statutes to ensure compliance in construction with approved building codes as a measure of ensuring the life safety of buildings, and people.

**GENERAL DESCRIPTION:**

Under the supervision of the Fire Marshal, enforce the requirements of Federal, State and Local regulations and ordinances related to industrial/commercial wastewater, hazardous material, underground storage tanks and other similar requirements.

The Inspector I level is an entry/training level for the Hazardous Materials Inspector job series. The Inspector I level is expected to have the educational level of the Inspector II, but may have only limited working experience in one or more of the program areas.

The Inspector II level is expected to have working experience in all program areas and requires relatively little supervision in the enforcement of the laws and regulations. Incumbents may provide some training to those classified as an Inspector I. Incumbents accomplish both routine and complex investigations and exercise judgment in applying appropriate enforcement and mitigation techniques.

## **IDEAL CANDIDATE**

The “ideal candidate” for this position will:

- Have experience in two or more of the programs (Fire Code, CUPA, or Pretreatment).
- Have a high level of comfort working independently since a good amount of time will be spent in the field.
- Have knowledge of chemicals and chemical reactions.
- Have the ability to be an inspector capable of both field work (inspections and sampling) and acting as a technical resource as needed.
- Be self-motivated, team oriented, organized and comfortable working and dealing with the general public and other professionals.
- Have the ability to respond to incidents and provide technical evaluations for the Fire Marshal and/or Fire Chief.
- Have the ability to communicate effectively, both verbally and in writing.
- Have ability to work in a fast-paced environment and able to complete both field and office work in a thorough and timely manner.
- Possess the following certification for Hazardous Materials Inspector I: International Code Council (ICC) Underground Storage Tank (UST) Inspector, Aboveground Petroleum Storage Act (APSA), CWEA Grade I Industrial Waste Inspector, California Water Pollution Control Association Industrial Waste Certificate and/or a Hazardous Materials Certificate from an accredited College or University.
- Possess the following certification for Hazardous Materials Inspector II: International Code Council (ICC) Underground Storage Tank (UST) Inspector, International Code Council (ICC) Fire Inspector I or II, Aboveground Petroleum Storage Act (APSA), CWEA Industrial Waste Inspector Certificate Grade II, California Water Pollution Control Association Industrial Waste Inspector Certificate and/or a Hazardous Materials Certificate from an accredited College or University.

## **EXAMPLES OF DUTIES:**

### **Hazardous Materials Inspector I:**

- When required, respond to complaints involving wastewater, hazardous materials, hazardous waste and fire code issues.
- Evaluate simple applications related to wastewater discharge, hazardous materials and underground tank installation and removal.
- Write permit conditions related to pretreatment and hazardous materials (simple facilities).
- Conduct regulatory inspections of simple facilities and equipment.
- Conduct minor plan checks and write permits for simple type facilities to ensure compliance with hazmat/pre-treatment codes and ordinances.
- Enforce applicable ordinances and regulations and issue notice of violations.
- Maintain permit file records in accordance with policies.
- Assist in obtaining environmental samples of various matrices.

- Conduct investigations, gather evidence, prepare investigative reports and testify in court.
- Provide technical assistance at the public counter.
- Provide program related inter-departmental training.
- Operate specialized analytical equipment.
- Provide oversight of soil remediation and monitoring projects (simple type).
- Perform related work as required.

**Hazardous Materials Inspector II (includes all of the above and the below duties):**

- When required, respond to hazardous materials incidents and provide technical support to the Incident Commander as requested.
- Evaluate applications related to wastewater discharge, hazardous materials and underground tank installation and removal.
- Write permit conditions related to pretreatment and hazardous materials.
- Conduct regulatory inspections of facilities and equipment.
- Conduct plan checks and write permits to ensure compliance with hazmat/pre-treatment codes and ordinances.
- Enforce applicable ordinances and regulations and issue notice of violations.
- Maintain permit file records in accordance with policies.
- Obtain environmental samples of various matrices.
- Conduct investigations, gather evidence, prepare investigative reports and testify in court.
- Provide technical assistance at the public counter.
- Provide program related inter-departmental training.
- Operate specialized analytical equipment.
- Provide oversight of soil remediation and monitoring projects.
- Perform related work as required.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

**Hazardous Materials Inspector I:**

1. Education and experience equivalent to a four-year college degree from an accredited college or university in chemistry, biology, microbiology, environmental science, or sanitary engineering and some experience in one or more of the program areas involving the enforcement of laws, ordinances, or regulations. Two (2) years of experience may be substituted for one (1) year of college up to a maximum of two years of the education requirement.
2. Possess and maintain an International Code Council (ICC) Underground Storage Tank (UST) Inspector certification. Certification is required at the time of application or within one year from date of hire.

3. Possess and maintain the Aboveground Petroleum Storage Act (APSA) certification. Certification is required at time of application or within six (6) months from the date of hire.
4. Possess and maintain a CWEA Grade I Industrial Waste Inspector Certification. Certification is required at time of application or within one year from date of hire.
5. California Water Pollution Control Association Industrial Waste Certificate and/or a Hazardous Materials Certificate from an accredited College or University are preferred. Possession of either certificate is considered experience in one or more program areas.
6. Willingness to continue education and training by learning new and innovative skills as changes occur. Expand skills by taking additional courses, attending seminars, workshops, and individual study.
7. Pass a post-offer medical examination, which includes a drug test.
8. Possess and maintain a California Driver License and a safe driving record necessary to operate assigned vehicle(s).
9. Pass an employment background check, including a Department of Justice criminal record check.
10. Prefer non-tobacco user.

#### **Hazardous Materials Inspector II:**

1. Education and experience equivalent to a four-year college degree from an accredited college or university in chemistry, biology, microbiology, environmental science, or sanitary engineering and two (2) years of experience in the enforcement of laws, ordinances, regulations, technical responsibilities in a chemical laboratory or science related activity. An additional two (2) years of experience may be substituted for one (1) year of college up to a maximum of two years of the education requirement.
2. Possess and maintain an International Code Council (ICC) Underground Storage Tank (UST) Inspector certification. Certification is required at the time of application or within one year from date of hire.
3. Possess and maintain an International Code Council (ICC) Fire Inspector I or II certification. Certification is required at the time of application or within one year from date of hire.
4. Possess and maintain the Aboveground Petroleum Storage Act (APSA) certification. Certification is required at time of application or within six (6) months from the date of hire.
5. For staff hired in to this position after January 1, 2003, possess and maintain a CWEA Industrial Waste Inspector Certificate Grade II certification. Certification is required at time of application or within one year from date of hire.
6. California Water Pollution Control Association Industrial Waste Inspector Certificate and/or a Hazardous Materials Certificate from an accredited College or University are preferred.
7. Willingness to continue education and training by learning new and innovative skills as changes occur. Expand skills by taking additional courses, attend seminars, workshops and individual study.
8. Pass a post-offer medical examination, which includes a drug test.

9. Possess and maintain a California Driver License and a safe driving record necessary to operate assigned vehicle(s).
10. Pass an employment background check, including a Department of Justice criminal record check.
11. Prefer non-tobacco user.

## **SUPPLEMENTAL QUESTIONNAIRE**

*The supplemental questionnaire for this position is part of the on-line application. You must file your responses via the on-line application process.*

1. Please describe your education, training, and/or experience in the following areas:
  - A) Hazardous Materials and Hazardous Waste
  - B) Underground and Aboveground Tanks
  - C) Fire and Building Codes (as it relates to storage and use of hazardous materials)
  - D) Waste and Pollution issues in general
2. Provide an example of your technique for handling citizen complaints of potential fire, life safety or hazardous material hazards.
3. Please describe any presentations or public education programs you have given. Please include the date of the presentation, who the audience was, and the purpose of the presentation or education program.
4. Describe your experience performing after-hours response (evenings, nights, weekends, holidays, etc.) to emergencies in support of emergency operations or to provide technical/regulatory information.
5. What related certifications or training have you completed? Please describe your training in detail to include the dates of the training and organization that provided the training.
6. A valid CA driver's license and a safe driving record are required for this position. Final candidates will be required to provide a current DMV report dated within the last 30 days. Please explain in detail any violations that appear on your driving record.

## **COMPENSATION AND BENEFITS**

### **Health Allowance and Flexible Benefits Plan**

Depending upon the number of dependents the health allowance ranges from \$811.46 to \$2,142.90 per month for 2019 core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care, medical and dependent care accounts are also available. A term life insurance policy equal to \$100,000, long-term disability plan, and an employee assistance plan are currently provided at City expense.

### **Other Benefits**

The City currently offers the PERS 2.5% at 55 pension plan for "classic" members and 2% at 62 for "new" members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction; "new" members shall pay 50% of the total normal cost as set by CalPERS. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.

### **Vacation, Sick Leave, Personal Leave, Holidays**

Annual vacation ranges from two to four weeks per year, based on years of service. Employees accrue eight hours of sick leave each month. Employees receive 36 hours of personal leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

Public Safety Communicators receive 6% of base salary as holiday pay.

### **Medicare/Social Security**

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security.

### **Payroll**

All City employees are paid monthly, on the first business day of each month for the prior calendar month via direct deposit.

**Representation:** Persons appointed to this position on a full-time basis are covered by the AFSCME Memorandum of Understanding.

## **APPLICATION PROCESS**

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**City Application Form** – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

**Apply Online:** Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

### **Recruitment Schedule – Key Dates\***

Application Closing Date:	Monday, January 28, 2019
Oral Board Interviews:	Thursday, February 7, 2019
Finalist Interviews:	Wednesday, February 13, 2019

(\*Note: The examination process/schedule may be changed as needed by the City.)

**Only complete application packets will be reviewed.** Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away 408-846-0228.

*Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
SUPPORTS WORKFORCE DIVERSITY.**