



CITY OF SAN LEANDRO
invites applications for the position of:

Environmental Protection Specialist I/II

An Equal Opportunity Employer

SALARY:

Monthly
\$6,925.00 - \$9,744.00

OPENING DATE: 07/19/22

CLOSING DATE: 08/04/22 05:00 PM

THE POSITION:

APPLY IMMEDIATELY. ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM ON AUGUST 4, 2022 OR UNTIL 50 QUALIFIED APPLICATIONS ARE RECEIVED, WHICHEVER OCCURS FIRST.

The City of San Leandro is seeking to hire an entry level or journey level Environmental Protection Specialist in the Public Works Department. This position performs inspections and technical tasks related to the administration and implementation of the City's Certified Unified Program Agency (CUPA), Pretreatment Program, storm water, and other related programs.

Employment Lists shall remain in effect for one year, unless terminated or exhausted. The Employment List generated from this recruitment may be utilized to fill future vacancies while the List remains active.

Definition: Performs inspections and technical tasks in the administration and implementation of the City's Certified Unified Program Agency (CUPA), industrial Pretreatment and storm water programs, illicit discharge investigation, and other related programs and work as required. CUPA programs include: Aboveground Petroleum Storage Act (APSA); Area Plans for hazardous materials emergencies; California Accidental Release Prevention (CalARP) for extremely hazardous substances, including toxic and flammable materials; Hazardous Materials Business Plans for onsite handling of hazardous materials; Hazardous Waste Generator and Onsite Hazardous Waste Treatment; and Underground Storage Tanks.

Distinguishing Characteristics:

Environmental Protection Specialist I:

This is the entry-level class in the Environmental Protection Specialist series. This class is distinguished from the Environmental Protection Specialist II by the performance of the less complex tasks and duties assigned within the series. Assignments are generally more limited in scope and within the design and procedural framework established by higher level employees.

Environmental Protection Specialist II:

This is the journey level class with incumbents expected to have a comprehensive knowledge of the handling and management of hazardous materials, pretreatment, and storm water. The work requires the exercise of considerable independent judgment in planning and inspections and preparing reports and presentations of findings. Assignment to journey level may be made from an entry level incumbent who has successfully completed in-house competency evaluations.

Supervision Exercised and Received:

Environmental Protection Specialist I: Exercises no supervision. Receives general supervision from a section supervisor and may receive lead direction from higher level staff.

Environmental Protection Specialist II: Provides lead direction to lower level staff. Receives limited supervision from a section supervisor.

DUTIES AND RESPONSIBILITIES:

Essential Functions: The essential functions of the classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

Environmental Protection Specialist I:

- Performs routine tasks related to sampling and analysis of wastewater and hazardous materials;
- Performs detailed observation and documentation of field activities;
- Investigates illegal discharges to the storm water or sanitary sewer collection systems, gathers evidence and prepares detailed documentation;
- Conducts inspections to ensure compliance with applicable codes, regulations, laws, and permit requirements;
- Operates and performs routine maintenance and calibration on sampling equipment;
- Performs regulatory research and analysis;
- Follows all safety rules and protocols included in the Injury and Illness Prevention Program; takes appropriate action as required to identify and correct safety hazards and report safety concerns to their supervisor;
- Maintains program information in multiple databases;
- Performs required duties under the City's disaster response plan;
- Prepares clear and concise written reports documenting observations and complex industrial processes, detailing regulatory requirements and their application, evaluating compliance, and building enforcement cases; and
- Prepares clear and concise written reports of program activities to oversight agencies and other end users.

Environmental Protection Specialist II:

- Implements all aspects of CUPA, Pretreatment, and storm water programs to ensure compliance with applicable state and local codes, regulations and laws;
- Reviews Risk Management Plans and inspects and audits industrial facilities covered under the California Accidental Release Program;
- Reviews Hazardous Materials Business Plans of businesses handling and storing hazardous materials;
- Performs permitting and inspections and oversight of installation and removal of underground hazardous materials storage tanks;
- Prepares inspection reports and initiates enforcement actions;
- Issues permits for industrial and special discharges to the Publicly Owned Treatment Works, such as from site remediation and landfill leachate;
- Conducts plan reviews for new construction/alteration to ensure compliance with applicable codes and regulations;
- Plays a key role in regulatory reporting and program development;
- Collects samples of various matrices, performs laboratory analyses and interpretation of data, and operates and maintains equipment;
- Provides technical support to responding agencies during hazardous material incidents;
- Provides technical assistance and outreach to the public and business community;
- Prepares periodic and special reports relating to the section's activities;
- Appears in court or administrative proceedings as subject-matter expert;
- Performs required duties under the City's disaster response plan; and
- Performs essential functions included within Environmental Protection Specialist I classification specification as required.

Non-essential Functions:

- Performs other related duties as assigned.

QUALIFICATIONS:

Minimum Qualifications:

Knowledge of:

Environmental Protection Specialist I:

- Basic principles of chemistry, chemicals hazards, industrial and chemical processes; and
- Basic methods and techniques of sampling solid and liquid media.

Environmental Protection Specialist II (in addition to the above):

- Principles, methods and techniques required of Environmental Protection Specialist I;
- Local, State and Federal laws pertaining to hazardous materials and waste, industrial pretreatment, storm water, and CUPA;
- Methods of industrial waste treatment;
- Methods and techniques of proper monitoring and sampling of industrial wastewater and hazardous materials and waste; and
- Regulatory inspection techniques and procedures.

Ability to:

Environmental Protection Specialist I:

- Maintain effective working relationships and deal fairly, effectively and courteously with facility contacts, co-workers, other agencies and the public;
- Apply scientific and legal principles;
- Communicate clearly, both verbally and in writing;
- Methodically follow complex procedures;
- Interpret analytical data;
- Lift and carry heavy equipment; and
- Work effectively independently and as a member of a workgroup.

Environmental Protection Specialist II:

- Perform the duties of Environmental Protection Specialist I;
- Analyze and interpret laboratory data and apply regulatory standards to assess compliance;
- Interpret relevant codes and regulations; and
- Prepare clear, concise, and code-specific documentation.

Experience and Education Guidelines: Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Environmental Protection Specialist I:

Education: Equivalent to a Bachelor of Science degree from an accredited college or university in physical, chemical, biological, environmental, geological or fire science or a closely-related field. Please refer to 27 CCR §15260 for education and experience equivalents.

Experience: One year of general experience involving hazardous materials, industrial waste management, environmental regulatory programs, fire science, environmental science, or a closely-related field as described above.

Environmental Protection Specialist II:

Education: Equivalent to a Bachelor of Science degree from an accredited college or university in physical, chemical, biological, environmental, geological or fire science or a closely-related field. Please refer to 27 CCR §15260 for education and experience equivalents.

Experience: Two years of experience as an Environmental Protection Specialist I, or three years of experience in relevant environmental regulatory programs.

Licenses/certifications/other requirements:

Environmental Protection Specialist I/II: Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings; seminars and conferences. Classification requires the possession and continued maintenance of a valid class "C" California driver's license.

Possession by the end of probationary period and maintenance of the following:

Environmental Protection Specialist I: California Water Environment Association's Environmental Compliance Inspector Grade I certificate; 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certificate; Aboveground Petroleum Storage Act (APSA)/SPCC Inspector certificate; and California Code of Regulations Title 27 CUPA Education, Technical Expertise, and Training requirements.

Environmental Protection Specialist II: The requirements of Environmental Protection Specialist I; and International Code Council (ICC) Underground Storage Tank Inspector certificate.

Conditions of Work: During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, heights, moving machinery, temperature changes, dust, fumes, smoke, gasses, chemicals, noise, radiation, electrical energy, computer monitor use, solvents, grease, oil, vibration, open flames, explosives, infectious waste, assault, potential violence, working in traffic, working alone or with others individuals, lifting.

ADDITIONAL INFORMATION:

SELECTION PROCESS

1. **Application review.** All applications will first be reviewed for minimum qualifications. A limited number of the best qualified applicants will be invited to participate in the next step of the selection process.
2. **Structured Interview and/or Practical Exercise (weighted 100%)** . Candidates must achieve a passing score of 70% or higher on each weighted part in order to be placed on the Eligible List. Interviews/Written Examinations date is to be determined. No make-up dates will be offered.
3. **Departmental Interview.** Top scoring candidates on the Eligible List will be invited to interview with the department hiring manager and/or team members. This date is to be determined.
4. **Job Offer.** The selected candidate will receive a conditional job offer, subject to passing pre-employment conditions which may include, but is not limited to, background check, criminal history check, medical, and verification of a valid California driver's license. If a pre-employment condition is not successfully met, the City reserves the right to rescind a job offer.

COVID-19 Vaccination: Effective January 1, 2022, the City of San Leandro requires all new and returning employees to be fully vaccinated against COVID-19 at the time of appointment. Proof of vaccination will be required as a condition of employment.

Americans with Disabilities Act: In accordance with the Federal Americans with Disabilities Act, Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Department prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

Veteran's Preference: If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran's preference.

The City of San Leandro is an Equal Opportunity Employer.

Information contained herein is subject to change without notice.

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sanleandro.org>

OUR OFFICE IS LOCATED AT:

835 East 14th Street
San Leandro, CA 94577
510-577-3396

tjohnston@sanleandro.org

Job #2022-41
ENVIRONMENTAL PROTECTION SPECIALIST I/II
AL

An Equal Opportunity Employer

Environmental Protection Specialist I/II Supplemental Questionnaire

- * 1. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Environmental Protection Specialist I/II position. Responses to the questionnaire will be used to better assess qualifications to determine which applicants will be invited to participate in the next step of the selection process. Do not answer any of the questions by indicating "see application or see resume."
 I understand
- * 2. Do you possess at least an equivalent to a Bachelor of Science degree from an accredited college or university in physical, chemical, biological, environmental, geological or fire science or a closely-related field? Please refer to 27 CCR §15260 for education and experience equivalents.
 Yes
 No
- * 3. Do you possess at least one (1) year of general experience involving hazardous materials, industrial waste management, environmental regulatory programs, fire science, environmental science, or a closely-related field as described above?
 Yes
 No
- * 4. Do you possess or have the ability to possess and maintain by the end of probationary period the following: California Water Environment Association's Environmental Compliance Inspector Grade I certificate; 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certificate; Above ground Petroleum Storage Act (APSA)/SPCC Inspector certificate; and California Code of Regulations Title 27 CUPA Education, Technical Expertise, and Training requirements. If you have any of these certificates, please attach them to your application.
 Yes
 No
 I currently have certifications which I have attached to my application.
- * 5. Please describe your educational background and any specialized training you have obtained in the environmental protection field.
- * 6. Describe your work experience responding to requests for information, complaints or regulatory enforcement.
- * 7. Describe your experience sampling and testing wastewater or hazardous materials.

- * 8. Describe your experience conducting inspections for compliance with regulatory programs.

- * 9. By checking this box, I am confirming that all statements made in this supplemental questionnaire and on the application are accurate and true; and I understand that misstatements or omissions of material facts will result in being rejected from this recruitment process or released from future employment with the City of San Leandro.

I agree

* Required Question