

## HAZARDOUS MATERIALS PROGRAM MANAGER

Are you experienced in managing hazardous materials programs and skilled in developing and implementing compliance policies? Do you want to represent a dynamic City that takes pride in serving the community? Then join our team and help ensure that Fremont remains a safe place to live and work!



**First Review of Applications:  
12:00 Noon on February 12, 2020**

## ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by placing in Money Magazine's top 50 "Best Places to Live 2016" in the country, and ranking 4th on the "Most Family Friendly" list of California cities by Estatefy. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 232,532 residents. As a full service city, Fremont employs over 952 regular employees and has an annual general fund operating budget of approximately \$219.9 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

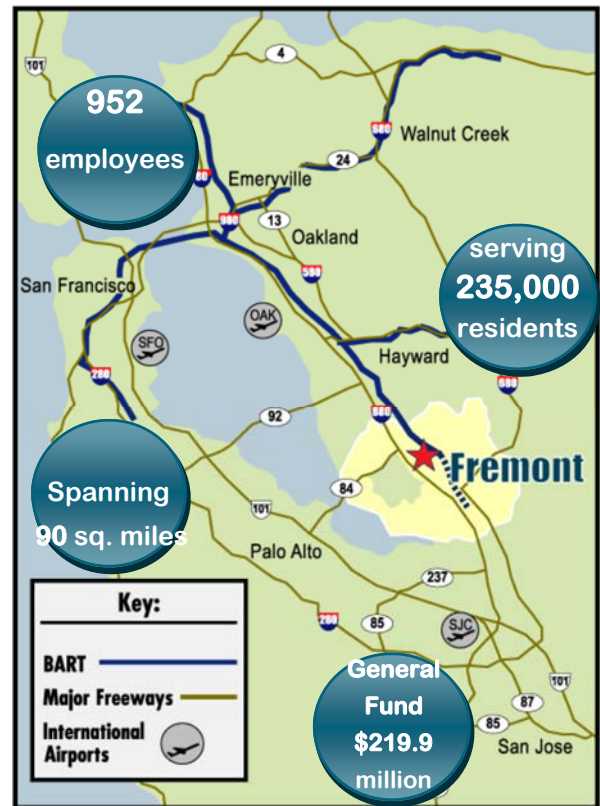
[Think Fremont!](#)

## THE POSITION

As a member of City of Fremont's Fire Department, the Hazardous Materials Program Manager manages Fremont's Certified Unified Program Agency (CUPA) elements to ensure compliance with local, State, and Federal requirements related to the storage, handling, and use of hazardous materials and/or hazardous waste. The position also coordinates all activities related to the program with those of other City departments, private companies, and outside regulatory agencies.

## EXAMPLES OF DUTIES

- Develops and implements a variety of policies, procedures, and program guidelines that will ensure compliance with and enforcement of local, State, and Federal hazardous materials and hazardous waste regulations.
- Hires and develops staff/personnel, maintains essential contracts and monitors the work of selected contractors, investigates and resolves disciplinary issues, and manages the Divisional project workload.
- Manages, plans, assigns, coordinates, evaluates and reviews the activities of administrative, professional and technical multidisciplinary staff.
- Prepares the annual Divisional Budget and coordinates the adoption, review or change of the fee structure/ ordinance supporting the various hazardous materials program elements.
- Confers with and advises architects, engineers, contractors, and business representatives regarding proper hazardous materials storage, use and handling as well as applicable fire and allied code requirements.
- Investigates violations, recommends appropriate enforcement actions, develops document for enforcement actions including Administrative Enforcement Orders and criminal and civil referrals, participates in settlement negotiations, and acts as an expert witness in court proceedings.
- Implements a Risk Management Program for facilities that have threshold quantities of certain hazardous materials.



- Maintains accurate records and prepares extensive reports and correspondence, compiles data, evaluates procedures and establishes guidelines for program areas.
- Prepares a variety of written materials that may include correspondence, policies, and narrative reports.
- Makes presentations to a wide variety of audiences, including the City Council, citizen groups, department personnel, and other City staff.
- Develops and manages a hazardous materials data management system that compliments the requirements of California's Electronic Reporting system (CERS).
- Works with outside agencies, the City's Community Development Department (CDD), and other City departments to perform plan reviews and on-site inspections to ensure compliance with adopted statutes and regulations.
- Attends and participates in Fire Department management team meetings.
- Attends and participates in countywide or regional meetings relating to hazardous material program elements.



## CANDIDATE PROFILE

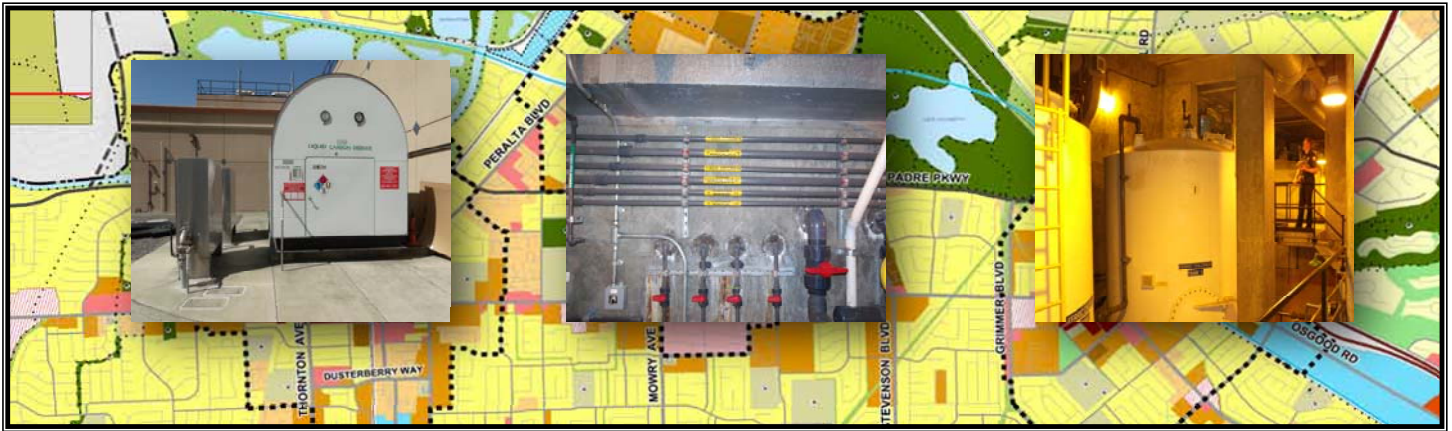
The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge, skills and abilities would be as follows.

- Possession of a bachelor's degree from an accredited college or university with a major in chemistry, environmental health, toxicology, industrial hygiene, or a related field and a minimum of five years progressively responsible experience in hazardous materials management. At least two years of this experience should involve responsible supervisory and/or management duties.
- Possession of a Masters Degree from an accredited U.S. college or university, or a foreign equivalency, in Biology, Chemistry, Environmental Health, Environmental Engineering, Geology or a closely related field may be substituted for one year of experience.

### Licenses/Certifications:

Possession of an ICC "California UST Inspector" certification at the time of hire or the ability to secure this certification within one year of hire.

Completion of California's state-approved Aboveground Petroleum Storage Act (APSA) inspector training and achieving a passing score on the APSA Inspector exam, within one year of hire.



## COMPENSATION & BENEFITS

The annual salary is \$112,947.87 - \$152,478.98 depending on qualifications. **Current benefit features include:**  
CalPERS Retirement Benefit\*

- Classic Employees\* - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees \*- 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes \$2,230.13 monthly to purchase medical, dental and vision plans. Child care and medical expenses can be paid for with pre-tax dollars.
- City paid, 2% 401(a) Contribution.
- A generous leave plan including Management Leave.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

This is an Unrepresented Management position with a 12 month probationary period.

## HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our online application system: [City Jobs](#)

The process may include individual and/or panel interviews, background investigation, fingerprint check, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

***The City of Fremont is an Equal Opportunity Employer.***

HUMAN RESOURCES DEPARTMENT  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660  
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### Tentative Recruitment Schedule

First Review: Noon—February 12, 2020

Oral Interviews: Week of February 24, 2020

Follow-up Interviews: To be determined

