



City of Long Beach Employment Opportunity

HAZARDOUS WASTE COORDINATOR

Job Number: G39NN-18

SALARY: \$2,361.92 - \$3,207.04 Biweekly

OPENING DATE: 10/06/17

CLOSING DATE: 10/20/17 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning October 6, 2017 through 4:30 p.m. October 20, 2017.

EXAMPLES OF DUTIES: Under direction, plans, develops, and implements a household hazardous collection and disposal program and associated solid and hazardous waste minimization efforts; coordinates activities of the South Eastern Resource Recovery Facility (SERFF) and other City entities in the planning, development, review, monitoring, and evaluation of City and County hazardous waste and solid waste management policies and procedures; works closely and coordinates efforts with Federal and State agencies and private organizations in the development of hazardous waste storage, disposal, and recycling programs; develops and implements a hazardous waste site minimization and recycling program for businesses to ensure utilization of state-of-the-art technology for treatment and disposal of hazardous waste; make oral presentations; prepares reports; develop short and long range goals for hazardous and solid waste treatment and disposal; develops and maintains a data and information system pertaining to household toxics programs and hazardous waste minimization and recycling technology; represents the City at community meetings and public forums pertaining to household toxics programs; acts as a resource person for the City and private sector on technical and legal matters pertaining to household hazardous waste disposal programs and related issues, Administration of all CUPA programs for both Health and Fire Department; coordinate and act as liaison for CUPA activities between local and state agencies, prepare reports, including CUPA annual self-audit and other CUPA reports, as required, develop and coordinate grant applications; coordinate implementation and use of CUPA database system; develop policies and procedures for both Health and Fire CUPA activities, represent the City and CUPA at community meetings and public forums, perform inspections of CalARP facilities. Review Risk Management Plans; perform inspections of Tiered Permit facilities. Review of financial assurance mechanisms; provide on-call emergency response for hazardous materials incidents; may perform as a member of the HazMat team during emergency responses; investigate complaints of illegal disposal of hazardous waste; investigations and sampling of chemicals; determines degree of contamination; determine adequacy of hazardous waste site assessment reports; direct clean-up of non-UST contaminated sites; perform inspections of hazardous waste and materials facilities; reviews Hazardous Materials Business Plans. Maintains chemical inventories of regulated business

plans; conducts criminal investigations and prepares reports for prosecution of hazardous materials and waste violations; may file criminal cases with the City Prosecutor's or District Attorney's Office and assist in writing charges and filing in Court; testifies in court; may act as lead person; performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet the following requirements.

- Bachelor's degree from an accredited college or university in Chemistry, Biology, Geology or a closely related field in the physical or biological sciences (**proof required**)* **AND** two years of paid, full time equivalent experience in identifying, evaluating, and controlling chemical and physical hazards and experience in hazardous material, environmental health or code enforcement inspections. (Additional related experience may be substituted for the required education on a year-for-year basis.)
- Master's degree in industrial hygiene, chemistry, toxicology, geology, environmental health, chemical engineering, industrial engineering or a closely related field from an accredited college or university may be substituted for up to one year of the required experience. (proof required)*

OR

- Two years of paid, full time equivalent experience working as a California Registered Environmental Health Specialist (**proof required**)*

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

ADDITIONAL REQUIREMENTS:

Ability to:

- Effectively communicate, both orally and in writing;
- Deal tactfully and effectively with the public;
- Effectively use personal computers and computer applications;
- Bend, stoop, climb and lift moderate weights while performing tasks;

Willingness to work on call, weekends, holidays, evenings, after regular work hours and respond to emergencies at all hours.

For the Health and Human Services Department: Ability to wear personal protective gear required for response to hazardous materials spills or other threats; ability to pass a respiratory protection program examination.

A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection interview.

DESIRABLE QUALIFICATIONS: Knowledge and proficiency in using an array of computer

programs for office work, field work, and report writing; Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-hour certification; Certified Unified Program Agency (CUPA); California Accidental Release Prevention (CalARP); Aboveground Petroleum Storage Act (APSA); Spill Prevention Countermeasure Control (SPCC); Underground Storage Tank (UST)

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Eligible lists will be established periodically.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

If you have not received notification by October 27, 2017, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

J.O.B. G39NN-18

SG:HWC

10/4/17

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #G39NN-18
HAZARDOUS WASTE COORDINATOR
SG

Civil Service Department
333 W. Ocean Blvd., 7th FL
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

HAZARDOUS WASTE COORDINATOR Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the

basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?

Yes No

- * 2. **II. REQUIREMENTS TO FILE:** Please indicate under which of the following options you qualify for the Hazardous Waste Coordinator position:
- A. Bachelor's degree from an accredited college or university in chemistry, biology, geology or a closely related field in the physical or biological sciences (proof required)* AND two years of experience in identifying, evaluating, and controlling chemical and physical hazards and experience in hazardous material or code enforcement inspections.
- B. Master's Degree in industrial hygiene, chemistry, toxicology, geology, environmental health, chemical engineering, industrial engineering or a closely related field from an accredited college or university may be substituted for up to one year of the required experience. (proof required)*
- C. Two years of experience at the level of California Registered Environmental Health Specialist (proof required)*
- D. I do not possess a Bachelor degree and I am substituting related experience on a year for year basis. My experience and education combined equal at least six years. (proof of education required)
- E. I do not meet the aforementioned requirements. Selecting this option will disqualify you from the application process.
- * 3. Are you able to effectively use personal computers and computer applications?
 Yes No
- * 4. Are you able to bend, stoop, climb and lift moderate weights while performing tasks?
 Yes No
- * 5. **For the Health and Human Services Department:** Are you able to wear personal protective gear required for response to hazardous materials spills or other threats and ability to pass a respiratory protection program examination?
 Yes No
- * 6. Are you willing to work on call, weekends, holidays, evenings, after regular work hours and respond to emergencies at all hours?
 Yes No
- * 7. Are you able to deal tactfully and effectively with the public?
 Yes No
- * 8. Are you able to effectively communicate, both orally and in writing?
 Yes No
- * 9. A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection interview. Do you understand this statement?
 Yes No

- * 10. Describe your experience in identifying, evaluating, and controlling chemical and physical hazards and experience in hazardous material, environmental health or code enforcement inspections. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed. If NONE indicate N/A
- * 11. Describe your experience working as a California Registered Environmental Health Specialist. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed. If NONE indicate N/A
- * 12. **III. DESIRABLE QUALIFICATIONS:** Do you have knowledge and proficiency in using an array of computer programs for office work, field work, and report writing? Selecting "No" does not disqualify you from this position.
- Yes No
- * 13. Do you possess any of the following additional desirable qualifications:
- Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-hour certification
- Certified Unified Program Agency (CUPA)
- California Accidental Release Prevention (CalARP)
- Aboveground Petroleum Storage Act (APSA)
- Spill Prevention Countermeasure Control (SPCC)
- Underground Storage Tank (UST)
- I do not possess any of the above aforementioned.
- * 14. **IV. GENERAL QUESTIONS:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
- Yes No
- * 15. I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. **Proofs may include the following below:** • College Diploma or college transcripts • A California Registered Environmental Health Specialist card or certificate • DD 214 Member 4 Form or other appropriate documentation, if claiming Veteran's Preference Do you understand the information above?
- Yes No
- * 16. Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.
- For information on evaluation services: [Education Evaluation Services](#)
- Do you understand the information above?
- Yes No
- * 17. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?

Yes No

* Required Question