



**COUNTY OF SANTA BARBARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Hazardous Materials Specialist I/II**

*An Equal Opportunity Employer*

**SALARY**

Salary: See Position Description

**OPENING DATE:** 07/09/18

**CLOSING DATE:** 07/23/18

**THE POSITION**



**Hazardous Materials Specialist I Salary:** \$27.11 - \$33.10 hourly plus \$230.24 biweekly unit cash allowance

**Hazardous Materials Specialist II Salary:** \$31.33 - \$38.25 hourly plus \$230.24 biweekly unit cash allowance

We are accepting applications to fill **(1) one full-time Hazardous Materials Specialist position** in **Santa Barbara** for the **Hazardous Materials CUPA unit**.

**NOTE:** We are also accepting applications to establish an employment list for future Full-Time, Part-time, Extra Help and 1414\* vacancies for **Hazardous Materialist Specialist** in **Santa Barbara and Santa Maria**.

\*1414 vacancies may occur as a result of a leave of absence (Civil Service Rule 1414) and the duration of the appointment shall be subject to the return of the individual who is on leave. A person who is appointed to a position under Civil Service Rule 1414 **may** be able to transition into a regular position in the classification without re-application or re-testing, depending on the performance of the appointee and the needs of the department.

**Please select** which **location(s)** you would like to be considered for currently and for future vacancies. If you qualify for this position and pass the required selection steps, then your name will be sent to the hiring manager(s) of the vacancy location(s) where you have expressed that you are willing to work.

**NOTE:** Candidates may be appointed at the Hazardous Materials Specialist I or II level, depending on the candidate's qualifications and the needs of the department.

**Hazardous Materials Specialist I:** Under general supervision, Hazardous Materials Specialists conduct inspections and investigations in the enforcement of hazardous materials regulations;

and performs related duties as required.

**Hazardous Materialist Specialist II:** Incumbents are responsible for more technical enforcement, site remediation, consultation with industry and provide regulatory enforcement within a district.

The **Certified Unified Program Agency (CUPA)** regulates businesses that handle hazardous materials, generate or treat hazardous waste or operate aboveground or underground storage tanks. The primary goal of the CUPA Program is to protect public health and the environment by promoting compliance with applicable laws and regulations. The CUPA program oversees and regulates businesses and other entities that use or store hazardous materials or generate hazardous wastes. These businesses include obvious types such as automotive repair and metal plating shops as well as less obvious: dentists, wineries, and refineries. There are about 2200 regulated facilities in Santa Barbara County. [Click here](#) to find out more about the services provided by the Hazardous Materials program.

**The IDEAL CANDIDATE will:**

- Have experience working in a Certified Unified Program Agency (CUPA) program.
- Have experience conducting inspections.
- Have the ability to work well with the public and other agencies.
- Have the ability to work as a member of a team.
- Have strong communication skills.

[Click here](#) to learn more about the County of Santa Barbara Public Health Department.  
Visit the Public Health Department's



**EXAMPLES OF DUTIES**

**Hazardous Materials Specialist I:**

**CUPA District Specialist:** Position involves a variety of assignments which requires interpreting and implementing hazardous materials laws and regulations, providing information services to the public, and performing related field and office duties as required.

1. Performs inspections of regulated facilities to determine compliance with applicable environmental laws and County ordinances. Conducts investigations, gathers evidence, samples hazardous waste and other suspect materials, and analyzes data to properly assess regulatory compliance.
2. Reviews and approves facilities hazardous material business plans to assure completeness of reporting information and appropriate emergency preparedness planning and training.
3. Performs inspections of underground storage tanks (UST) and associated ancillary equipment. Performs the review and evaluation of construction plans submitted for new installation, modification and removal of USTs.

4. Performs inspections of hazardous waste generator facilities to ensure regulatory compliance in the management of hazardous waste storage and disposal.
5. Responds to public complaints related to hazardous materials.
6. Assures that all paperwork associated with each CUPA program element is completed in a timely manner, as per policy, and is accurate and representative of conditions identified during the facility inspection.
7. Demonstrates a full understanding of applicable policies, procedures, work methods and safety requirements associated with assigned duties.
8. Provides a variety of written reports, memos, and correspondences. Documents and maintains records of complaint investigations and inspection activities.
9. Performs inspections of above ground storage tanks and associated ancillary equipment.
10. Provides Countywide emergency response to hazardous material spills, leaks, and other reported hazardous material emergencies to minimize or prevent general health and/or environmental risk from contamination; identifies hazardous waste, assesses public health/safety risk, takes appropriate measures to mitigate waste hazard, and establishes cleanup procedures; determines probable sources of waste, and contacts appropriate agencies; may be required to oversee remediation efforts to ensure proper cleanup.

#### **Hazardous Materials Specialist II:**

**CUPA District Specialist:** The district specialist is responsible for implementation of the CUPA program in an assigned district, and Countywide emergency response and complaint investigation.

1. Reviews and approves facility Hazardous Material Business Plans to assure proper communication of chemical inventory, and assure appropriate emergency preparedness planning is taking place. Conducts inspections to verify compliance with business plan regulations, including determinations regarding Cal-Accidental Release Program and Risk Management Plan facilities.
2. Provides regulatory oversight for facilities that operate underground and aboveground storage tanks to ensure proper regulatory compliance and minimize safety risk; analyzes blueprints and drawings of facilities to assess feasibility and safety of storage of hazardous materials; inspects sites to ensure regulatory compliance; examines equipment, takes samples, and performs analysis to properly evaluate compliance and risk.
3. Provides regulatory oversight of hazardous waste generators; conducts inspections to ensure regulatory compliance in storage, treatment, handling, minimization, transportation, disposal, and record keeping related to the generation of hazardous waste.
4. Provides Countywide emergency response to hazardous material spills, leaks, and other reported hazardous material emergencies to minimize or prevent general health and/or environmental risk from contamination; identifies hazardous waste, assesses public health/safety risk, takes appropriate measures to mitigate waste hazard, and establishes cleanup procedures;

determines probable sources of waste, and contacts appropriate agencies; oversees remediation efforts to ensure proper cleanup.

5. Conducts routine periodic inspections within assigned district to evaluate ongoing compliance; conducts compliance investigations within district at both permitted and unpermitted sites; conducts investigations, gathers evidence, samples hazardous and other suspect materials, and analyzes data to properly assess regulatory compliance.

6. Interprets and applies complex laws and regulations concerning storage, use, and regulation of hazardous materials; provides information on laws and regulation to the public and other agencies.

7. Assists in the training of new staff; conducts training sessions on topics identified by management.

8. Coordinates joint inspections with other interested agencies, as directed by management.

9. Assures that all paperwork associated with each program is completed in a timely manner, as per policy, and is accurate and representative of conditions identified during the facility inspection.

### **EMPLOYMENT STANDARDS**

#### **Hazardous Materials Specialist I:**

1. Possession of a bachelor's degree in environmental science, physical science, environmental, civil or chemical engineering, biology, industrial hygiene, public health, chemistry, geology, or a related field; or, **Or,**
2. A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

**Knowledge of:** Principles of general chemistry, physics, biology, and geology; standard laboratory techniques, equipment, and terminology; standard sampling techniques; principles and methods of statistical analysis; computer literacy in word processing, spreadsheet software, web based databases; and standard English grammar, spelling, and usage.

**Ability to:** Learn the properties of hazardous materials and their impact on the surrounding environment and human health; learn the methods and procedures employed in the regulatory oversight of hazardous materials; learn to identify the adequacy of site assessments and remedial/corrective action plans; learn to conduct and analyze risk assessments; learn to evaluate chemical lists for hazard potential and adequacy of emergency plans; learn the technology, methods, problems and investigative techniques relating to hazardous substances, hazardous waste and underground storage tanks; learn American Society for Testing and Materials standards as well as State and Federal laws and regulations related to the storage, use, and disposal of hazardous substances; learn to respond to emergency incidents and conduct complaint investigations involving spills or other releases of hazardous substances, within the Incident Command System or Department-sanctioned system; learn local and regional industry practices in the management of hazardous substances; establish and maintain effective working relationships with business representatives, community groups, other agencies, staff, and the public; organize and prioritize work; analyze data and draw logical

conclusions; operate and care for equipment; communicate effectively in oral and written form.

### **Hazardous Materials Specialist II:**

1. Possession of a bachelor's degree in environmental science, physical science, environmental or chemical engineering, biology, industrial hygiene, public health, chemistry, geology, or a related field AND one year of experience in hazardous materials management, industrial hygiene, or toxicology; **Or**,
2. One (1) year of experience as a Hazardous Materials Specialist I with Santa Barbara County; **Or**,
3. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

**Knowledge of:** current practices in fields of engineering, environmental science, and public health as they relate to hazardous materials management; water quality, liquid and solid waste management; underground tank technology; industrial hygiene; chemistry and laboratory techniques to identify hazardous substances and epidemiological hazards; a working knowledge for review and implementation of risk assessments techniques practices and procedures; ASTM (American Society for Testing and Materials) standards; State and federal laws and regulations applicable to the management of hazardous substances; general industry practices in the management of hazardous substances; hazardous waste storage and underground storage tanks; computer and mathematical modeling; emergency response procedures within the ICS (Incident Command System) or Department-sanctioned system; rules of evidence; investigation, regulatory oversight, and environmental sampling techniques and standards.

**Ability to:** read and interpret blue prints and engineering drawings and specs for proper construction of monitoring wells, underground storage tanks and other related projects; coordinate enforcement and emergency response efforts with other agencies; gather evidence, statements from suspects and/or witnesses, environmental samples, analytical data and photographs and accurately testify in court as an expert witness; analyze inspection and investigative findings and prepare clear, concise reports and recommendations; rapidly analyze information and make quick and accurate decisions in emergency situations; interpret complex legislative documents; establish and maintain effective working relationships with business representatives, community groups, other agencies, staff, and the public; communicate effectively in oral and written form.

### **BOTH LEVELS REQUIRE THE FOLLOWING:**

- A valid California Class C Driver's License is required by time of appointment.
- As a condition of continued employment, the following are also required:
  - Completion of OSHA-required Hazardous Waste Site Worker Operational Emergency Response (HazWoper) Certificate is required within the first year of employment and maintain a valid certificate throughout employment; **AND**
  - Possession of the ICC California Underground Storage Tank Inspector Certificate is required within 180 days of hire (per Title 23, California Code of Regulations, Division 3, Chapter 16, Article 10, Section 2715) and maintain a valid certificate throughout employment; **AND**

- Complete an aboveground storage tank training program and satisfactorily pass an examination within the first 180 days of employment (per Chapter 6.67 of California Health & Safety Code).

## **SUPPLEMENTAL INFORMATION**

### **SELECTION PROCESS:**

- **Review applications and supplemental questionnaire** to determine those applicants who meet the employment standards.
- **Supplemental Questionnaire Ranking:** Responses to the required supplemental questionnaire will be evaluated and scored. Candidates' final score and rank on the employment list will be determined by their responses to the supplemental questionnaire. This process may be eliminated if there are fewer than 11 qualified candidates.
- **Computerized Competency Assessment.** The department will conduct selection interviews with top candidates. Prior to interviews, the top candidates **may** be required to complete a computerized competency assessment. Instructions on taking the computerized competency assessment and a deadline will be sent by e-mail.

Candidates must receive a percentage score of at least 70 on the supplemental questionnaire to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.

Appointee will be subject to a post-offer medical examination.

Appointee must satisfactorily complete a twelve (12) month probationary period.

Once a conditional offer of employment has been made, the selected candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks.

**REASONABLE ACCOMMODATIONS:** The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a doctor, or learning institution.

**VETERANS PREFERENCE POINTS:** Veteran's preference credit is applicable for this recruitment (5 points for veterans, 10 points for disabled veterans). To be eligible for this

credit, you must be applying for this position within five years from your most recent date of: (1) honorable discharge from active military service; or, (2) discharge from a military or veterans' hospital where treatment and confinement were for a disability incurred during active military service; or, (3) completion of education or training funded by a Federal Educational Assistance Act. No time limit exists for veterans with 30% or more disability.

To receive veteran's preference points, you must: (1) check the Veteran's Preference Points box on the employment application form, (2) attach a copy of your Form DD214 showing honorable discharge to your application, and (3) pass all phases of the examination process. The preference points will be added to your final test score.

**Recruiters will correspond with applicants by e-mail** during each step in the recruitment process. Applicants are reminded to **check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure** they do not miss required deadlines. The County of Santa Barbara will not release any applicant's email address to a third party.

**BENEFITS:** [Click here](#) to review the County of Santa Barbara's generous benefits.

**APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: July 23, 2018 by 5 pm PST.** Applications and job bulletins can be obtained 24 hours a day at [www.sbcountyjobs.com](http://www.sbcountyjobs.com). In Santa Barbara, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street, Santa Barbara, CA, 93101, from 8:00 am to 5:00 pm. In Santa Maria, applications and job bulletins can be obtained online only at the Workforce Resource Center located at 1410 S. Broadway, Santa Maria, CA 93454, from 8:00 am to 5:00 pm.

**RESOURCES FOR APPLICANTS TO USE COMPUTERS LOCALLY:**

Applicants may use county computers at the Workforce Resource Centers to complete online applications and assessments at the following Santa Barbara County locations:

**Workforce Resource Center - Santa Barbara**, 130 E. Ortega St., Santa Barbara, CA 93101  
Phone: 805-568-1296

**Workforce Resource Center- Santa Maria**, 1410 S. Broadway, Santa Maria, CA 93454  
Phone: 805-614-1550

*The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.*

**Jaclyn Smith, Recruiter**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.governmentjobs.com/careers/sbcounty>

OR

1226 Anacapa Street  
Santa Barbara, CA 93101

EXAM #18-3858-01 (O)  
HAZARDOUS MATERIALS SPECIALIST I/II  
JS

**Hazardous Materials Specialist I/II Supplemental Questionnaire**

- \* 1. I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the

employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.

I understand.

- \* 2. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.

I understand.

- \* 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox folders for our emails.

I understand

- \* 4. REMINDER: Your application must CLEARLY state how you meet the employment standards for this position or you will not be considered for this position. If you are unsure, go back and review your application before continuing. Which Employment Standard did you clearly state on your application?

Possession of a bachelor's degree in environmental science, physical science, environmental, civil or chemical engineering, biology, industrial hygiene, public health, chemistry, geology, or a related field (Applicants who are currently in their final semester or quarter (3 to 4 months) of study leading to the required bachelor's degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree).

A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

I do not meet the employment standards for this position.

- 5. If you answered in the previous question that you are currently in your final semester or quarter (3 to 4 months) of study to obtain a Bachelor's Degree in environmental science, physical science, environmental, civil or chemical engineering, biology, industrial hygiene, public health, chemistry, geology or related field, please provide all of the following: • Name of College or University • Major • Number of units remaining and type (Semester or Quarter) • Anticipated graduation date

- 6. If you selected 'A combination of training, education, and experience that is equivalent to one of the employment standards listed...' for the preceding supplemental question, then please describe in detail your combined training, education, and experience that qualifies you for this position.

- \* 7. A valid California Class C Driver's License is required by the time of appointment.

I understand

- \* 8. Appointee must complete OSHA, a required Hazardous Waste Site Worker Operational Emergency Response (HazWoper) certificate within the first year of employment and maintain a valid certificate throughout employment.

- I understand
- \* 9. Possession of the ICC California Underground Storage Tank Inspector certificate is required within 180 days of hire (per Title 23, California Code of Regulations, Division 3, Chapter 16, Article 10, Section 2715). A valid and current certificate must be maintained throughout employment.
- I understand
- \* 10. Appointee must complete an Above Ground Storage Tank training program and satisfactorily pass an examination within the first 180 days of employment (per Chapter 6.67 of California Health & Safety Code).
- I understand
- \* 11. I understand my responses to the following supplemental questions will be used as a weighed, scored selection device that will determine my ranking on the employment list for this job. **Do not enter "see resume" or "see application" as raters will not have access to any information except what you enter in the box for each question.** For information on protest procedures for the supplemental questionnaire, please see Civil Service Rules 612 and 613: <http://cosb.countyofsb.org/hr/csrules.aspx>
- I understand.
- \* 12. Your responses to the following questions will be read and scored by a rater. The rater WILL NOT have access to your application/resume, while reviewing your responses. Although you may have some of this information on your application, you will need to answer the questions completely. In order to give the rater the best opportunity to evaluate your responses, please make sure you read the question carefully and fully answer all the questions asked. This is your only opportunity to provide detailed information. Failure to provide full and complete answers may affect the outcome of your score and rank on the employment list. The scoring process will take into consideration sentence structure, clarity, grammar, punctuation and spelling for each answer provided.
- I understand
- \* 13. Please select which program(s) you have experience working in.
- Certified Unified Program Agency (CUPA)
- Leaking Underground Fuel Tank (LUFT)
- Site Mitigation
- I do not have experience working in the programs listed above.
- \* 14. Please indicate how many years of inspection experience you have in a food or community health setting.
- More than 4 years of experience.
- More than 1 year and less than 4 years of experience.
- Less than 1 year of experience.
- I do not have inspection experience.
- \* 15. Please indicate how many years of inspection experience you have in other industries (not food or community health) such as manufacturing, chemical, high technology, etc.
- More than 4 years of experience.
- More than 1 year and less than 4 years of experience.
- Less than 1 year of experience.
- I do not have inspection experience in the industries listed above.
- \* 16. Do you possess a current and valid Hazardous Waste Site Worker Operational Emergency Response (HazWoper) certificate? NOTE: If you possess a valid and current HazWoper

certificate, please provide the certificate number in the Certificate/License section of your application. In addition, attach your certificate to your application.

Yes, I possess a current and valid HazWoper certificate.

No, I do not possess a HazWoper certificate.

- \* 17. Do you possess a current and valid ICC California Underground Storage Tank Inspector certificate? NOTE: If you possess a valid and current ICC California Underground Storage Tank Inspector certificate, please provide the certificate number in the Certificate/License section of your application. In addition, attach your certificate to your application.

Yes, I possess a current and valid ICC California Underground Storage Tank Inspector certificate.

No, I do not possess an ICC California Underground Storage Tank Inspector certification.

- \* 18. Please indicate how many years of experience you have working with Envision Connect.

More than 2 years of experience.

More than 1 year and less than 2 years of experience.

Less than 1 year of experience.

I do not have experience working with Envision Connect.

- \* 19. Please indicate how many years of experience you have working with the California Environmental Reporting System (CERS).

More than 2 years of experience.

More than 1 year and less than 2 years of experience.

Less than 1 year of experience.

I do not have experience working with CERS.

- \* 20. While inspecting a business, you discover what appears to be a discharge of used motor oil and gasoline from the property to a storm drain on the street. When you ask the business owner about this she becomes verbally abusive and immediately orders you to leave the premises. Please describe in detail what actions/steps you would take?

- \* 21. You perform a routine inspection of a facility and find several violations. You provide the owner with the Health and Safety codes, laws and regulations that are in violation. In addition, you provide documentation of the corrections that must be made and a deadline. You return to the business for a follow up inspection and see that none of the violations have been corrected. Please describe in detail what actions/steps you would take and why?

- \* 22. This position has many daily responsibilities. If appointed, you will learn many State and Federal codes and how to utilize a complicated State database. Your primary responsibilities will be: Schedule and conduct daily inspections of businesses, observe and document violations, follow up on violations and ensure the business comes into compliance with State laws, and enter complete and correct information into the State database. Your performance is measured on all of these duties and you are having a difficult time managing your workload and conducting inspections in a timely manner. Please describe in detail what actions/steps you would take to manage and learn your role?

- \* Required Question