

EDITED TASK LISTING

CLASSIFICATION: Associate Hazardous Materials Specialist

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Identify hazardous materials and wastes (corrosive, ignitable, reactive, toxic) to ensure safe handling, proper storage and appropriate disposal in order to maintain compliance with County, State and Federal regulations utilizing Safety Data Sheets (SDS), Permissible Exposure Limits (PELs), labeling, nationally recognized scientific publications, etc., on a continuous basis.
2.	Provide information and recommendations to emergency responders to ensure safe handling and disposal of unknown potentially hazardous substances utilizing laboratory analysis, various laboratory equipment, HazCat kit, etc., as required by County, State and Federal regulations.
3.	Develop policies and procedures to provide information and direction to staff and inmates to ensure safe handling of hazardous materials and wastes, to comply with County, State and Federal regulations, etc., utilizing SDS, PELs, nationally recognized scientific publications, etc., as required.
4.	Conduct audits/inspections of correctional facilities to ensure compliance with County, State and Federal hazardous materials and wastes regulations utilizing checklists and record reviews as required.
5.	Provide recommendations to facility, section and/or division management to ensure compliance with County, State and Federal hazardous materials and wastes regulations utilizing audits, inspections and other data (e.g., SDS, perpetual inventory, training documents, etc.) as required.
6.	Review surveys and audits (e.g. Environmental Health Surveys, Department of Toxic Substances Control Audits, Certified Unified Program Agency [CUPA], etc.) to return to compliance with hazardous materials and wastes deficiencies utilizing corrective action plans, inspection reports, etc., as needed.
7.	Update operating procedures to implement newly enacted legislation related to hazardous materials and waste management utilizing best available technology, best management practices, nationally recognized scientific standards, etc., as needed.
8.	Develop procedures to mitigate the hazards of a potential and/or actual release of hazardous substances to the public and environment in accordance with County, State and Federal regulations utilizing best available technology, best management practices, trained inmate crews, mutual response agencies, nationally recognized scientific standards, etc., as needed.
9.	Implement hazardous materials program (e.g., Hazardous Materials Business/Contingency Plan, Chemical Inventory, California Accidental Release Prevention Program, Spill Prevention Control and Counter measures, etc.) to protect the public and environment and to ensure compliance with County, State and Federal hazardous materials and wastes regulations utilizing California Electronic Reporting System, check lists, chemical inventories, processes, etc., on a continuous basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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10.	Update hazardous materials program (e.g., Hazardous Materials Business/Contingency Plan, Chemical Inventory, California Accidental Release Prevention Program, Spill Prevention Control and Counter measures, etc.) to ensure compliance with County, State and Federal hazardous materials and wastes regulations utilizing California Electronic Reporting System, check lists, chemical inventories, processes, etc., on an annual basis.
11.	Develop policies, procedures and practices associated with hazardous materials and waste management to improve environmental quality, work place safety, provide information and direction, to ensure compliance with County, State and Federal hazardous materials and wastes regulations utilizing best management practices, standard operating procedures, etc. as needed.
12.	Act as liaison to departmental staff, businesses, local and other governmental agencies on aspects of hazardous materials and waste management to provide expertise, coordination of audits and inspections by county and state environmental regulatory agencies utilizing meetings, telephone, electronic media, written correspondence, etc., as needed.
13.	Represent the Department of Corrections and Rehabilitation (CDCR) as a subject matter expert for the Legal Affairs Division utilizing professional knowledge, records, reports, etc., as needed.
14.	Maintain hazardous waste disposal data to provide accurate reporting and payment of fees and taxes to the State Board of Equalization and Department of Toxic Substances Control, and to ensure compliance with county and State regulations utilizing Uniform Hazardous Waste Manifests on an annual basis.
15.	Oversee performance of work elements (e.g., remediation of spills and leaks, asbestos and lead abatement, abandoned waste material, underground storage tank monitoring, etc.) performed by contractors to ensure environmental compliance with County, State and Federal hazardous materials and wastes regulations utilizing contract specifications, inspections, etc., as needed.
16.	Monitor facility permit conditions to ensure compliance with environmental quality, permit specifications and worker safety utilizing inspections, testing, regulatory agency reports, on a continuous basis.
17.	Interpret complex regulations, policies, and procedures for CDCR to ensure compliance with County, State and Federal regulations, etc., utilizing summary of legislative bills, and public entities, as needed.
18.	Act as a lead over Hazardous Materials Specialists to provide information, guidance, training and expertise utilizing professional knowledge, established policies and procedures, County, State and Federal regulations as needed.
19.	Prepare training lesson plans pertaining to hazardous materials and waste management to conduct training for departmental employees and inmate workers utilizing electronic media presentations, professional knowledge, established policies and procedures, as required.

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20.	Conduct training for employees and inmate workers to meet regulatory mandates for hazardous materials and waste management utilizing electronic media presentations, professional knowledge, established policies and procedures, demonstrations on an on-going basis.
21.	Oversee the collection and movement of hazardous wastes from point of generation to the designated accumulation site utilizing labels, inmate workers, materials handling equipment, hazardous waste containers, etc., to meet regulatory requirements on a continuous basis.
22.	Ensure timely removal of hazardous wastes from institution grounds to meet regulatory requirements utilizing Uniform Hazardous Waste Manifests, statewide contracted certified hazardous waste transporters, County, State and Federal regulations on a continuous basis.
23.	Prepare documents for service and expense orders or contracts to conduct repairs, contractor and/or vendor services, etc., utilizing departmental computers, office equipment and departmental forms as needed.
24.	Prepare purchase orders and requests for supplies needed to maintain the hazardous materials program utilizing departmental computers, office equipment and departmental forms as needed.
25.	Maintain constant tool, key and lock control in order to ensure the safety and security of the institution utilizing the "chit" system, tool log, missing tool report, heightened sense of awareness, etc., on a daily basis.
26.	Supervise inmates to maintain safety and security of work areas/materials utilizing interpersonal skills, heightened awareness of the surroundings, Title 15, DOM, etc., as required.
27.	Respond to institutional complaints related to hazardous material concerns (e.g. lead, mold, asbestos, etc.) in order to identify and analyze the hazardous material and provide proper remedial action utilizing written documentation, office equipment, site visits, interviews, etc., as needed.
28.	Participate in seminars, trainings (e.g. HAZWOPER, first responder, etc.) and public meetings to maintain current certifications and knowledge of regulations, laws and disseminate information to institutional staff utilizing on-the-job training, off-site trainings, effective communication skills, etc., as needed.
29.	Assist in the determination of budget projections for the annual work plan in regards to hazardous materials and waste removal utilizing previous projections, annual work plan template on an annual basis.
30.	Adhere to institutional policies for escorting vendors, contractors and regulators for inspections, testing and repair services utilizing departmental forms and procedures as needed.

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31.	Prepare complex and detailed reports to submit to enforcement agencies on all hazardous materials and waste management requirements utilizing departmental computers, departmental forms and office equipment as needed.