

EDITED TASK LISTING

CLASSIFICATION: 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 to ensure safe handling and proper storage, provide accurate information, training, labeling, inventory control, waste minimization, monitoring, appropriate disposal and compliance with county, State and Federal regulations utilizing various resources (e.g., Safety Data Sheets [SDS], Permissible Exposure Limits [PEL], etc.) on a continuous basis.
2.	Analyze unknown, potentially hazardous substances to ensure safe handling and disposal, obtain and provide information and recommendations for emergency responders for compliance with county, State and Federal regulations, utilizing various resources (e.g., laboratory analysis, various laboratory equipment, etc.) as required.
3.	Develop criteria and guidelines for the management of hazardous materials and wastes to provide information, direction, and training to Department staff and others, in compliance with county, State and Federal regulations utilizing various resources (e.g., SDS, PEL's, nationally recognized scientific publications, etc.) as required.
4.	Conduct audits/inspections of correctional facilities for compliance with hazardous materials and wastes regulations utilizing various resources (e.g., checklists, onsite inspection, sampling, etc.) as required.
5.	Provide recommendations to facility, section and/or division management to ensure compliance with hazardous materials, wastes regulations and work place safety utilizing audits/inspections, and other data as required.
6.	Review Environmental Health Surveys and Department of Toxic Substances Control audits to develop corrective action plans for hazardous materials and wastes deficiencies to ensure compliance with hazardous materials and waste management regulations utilizing various resources (e.g., written Environmental Health Surveys and Department of Toxic Substances Control Audits, etc.) on a continuous basis.
7.	Develop feasibility studies and innovative programs in order to provide alternative solutions to emerging problems related to hazardous materials and wastes management utilizing various resources (e.g., best available technology, best management practices, etc.) as required.
8.	Assess alternatives to mitigate the hazards of potential and/or actual unplanned releases of hazardous substances to the public and environment in accordance with county, State and Federal regulations utilizing various resources (e.g., best available technology, best management practices, trained inmate crews, etc.) as needed.
9.	Implement endangerment assessments (e.g., Hazardous Materials Business/Contingency Plan, Chemical Inventory, etc.) to protect the public and environment and to ensure compliance with hazardous materials and wastes regulations utilizing various resources on a continuous basis.

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

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10.	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 various resources (e.g., meetings, telephone, electronic media, written correspondence, etc.) as needed.
11.	Represent the Department by providing evidence for the Legal Affairs Division utilizing various resources (e.g., records, subject matter expertise, etc.) in legal or administrative hearings, as needed.
12.	Collect 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, to ensure compliance with county and State regulations utilizing Uniform Hazardous Waste Manifests and shipping papers, on an annual basis.
13.	Oversee performance of work elements (e.g., remediation of spills and leaks, asbestos and lead abatement, abandoned waste material, etc.) performed by contractors and other local, State, or Federal agencies to ensure environmental compliance with hazardous materials and wastes regulations, utilizing various resources on an on-going basis.
14.	Develop training lesson plans and materials pertaining to hazardous materials and waste management to produce viable training materials for departmental employees and inmate workers utilizing various resources (e.g., electronic media, training evaluations, etc.) as required.
15.	Conduct training for employees in order to meet regulatory mandates for hazardous materials and waste management utilizing various resources (e.g., videos, flip charts, overheads, scripts, chemical demonstrations, etc.) on an on-going basis.
16.	Oversee the collection and movement of hazardous wastes on facility grounds from point of generation to the designated hazardous waste accumulation site/storage buildings to meet regulatory requirements for removal of hazardous waste utilizing various resources (e.g., hazardous waste containers, labels, inmate worker crews, materials handling equipment, etc.) on a continuous basis.
17.	Ensure timely removal of hazardous wastes from institution grounds to meet regulatory requirements utilizing various resources (e.g., Uniform Hazardous Waste Manifests, labels, inmate worker crews, materials handling equipment, etc.) on a continuous basis.