

SNOHOMISH COUNTY CLASS SPECIFICATION

HAZARDOUS MATERIAL SPECIALIST

Spec No. 3088

BASIC FUNCTION

To plan, implement and administer a program that provides education, regulation and enforcement of the Uniform Fire and Building Codes as well as Federal and State regulations relating to hazardous materials. In addition, this position provides training and advice to local fire districts and other county departments.

STATEMENT OF DUTIES

1. Develops, implements, and maintains a hazardous materials enforcement and education program; recommends goals and objectives; develops policies and procedures; evaluates and improves program effectiveness.
2. Interprets, applies, and enforces Federal, State and local laws, codes, rules, and regulations regarding the manufacture, storage, use, handling, and disposal of hazardous materials.
3. Conducts or coordinates field inspections of various business and industrial sites for compliance with regulations; documents inspections and findings; follows up inspections with appropriate enforcement actions as necessary.
4. Provides technical support and advice to industries and businesses to assist them in complying with inspection requirements, prevention practices and hazardous materials emergency plans.
5. Develops and maintains a hazardous materials data management system; coordinates records of all known hazardous materials in the county and emergency response plans with the local fire districts.
6. Works with local fire protection districts to ensure the organization is in compliance with Federal, State, and local laws and regulations regarding hazardous materials storage, handling and disposal and incident procedures.
7. Assists in the coordination of the county's response to hazardous materials incidents.
8. Serves as liaison for the county with various county departments and other city, county, state, and federal agencies regarding hazardous materials.
9. Organizes, arranges, and/or participates in training and workshops for local fire districts, other county staff, other agencies, businesses and industries, and community groups.
10. Develops a public education program regarding hazardous materials and responds to inquiries from the public and the news media.
11. Responds to spills and other emergency situations to provide technical support and assist in coordination of mitigation efforts.

SNOHOMISH COUNTY CLASS SPECIFICATION

HAZARDOUS MATERIAL SPECIALIST

Spec No. 3088

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Reviews and recommends changes to federal, state and county laws and regulations regarding hazardous materials.
13. Conducts special studies, maintains and analyzes data, and prepares and presents a variety of reports.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelors degree in chemistry, engineering or a related field in natural or applied science; OR, three (3) years of experience in technical or enforcement work dealing with hazardous materials; OR, any equivalent combination of training and/or experience which provides the required knowledge, skills and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License and successful completion of the I.C.B.O. Uniform Fire Code examination with 12 months are required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state, and local laws, codes, and regulations pertaining to hazardous materials and hazardous materials management;
- the Uniform Fire and Building Codes;
- principles of supervision, training, and performance evaluations;
- safe work practices;
- mitigation procedures at hazardous materials incidents;
- safety procedures and life hazards associated with hazardous materials incidents;
- environmental impact from hazardous materials.

Ability to:

- establish and maintain cooperative working relationship with those contacted in the course of work;
- interpret and apply federal, state, and city policies, procedures, laws, codes, rules, and regulations;
- analyze data and prepare reports;
- analyze, evaluate, and solve procedural problems;
- develop and maintain records and data management systems and controls;

SNOHOMISH COUNTY CLASS SPECIFICATION

HAZARDOUS MATERIAL SPECIALIST

Spec No. 3088

KNOWLEDGE AND ABILITIES (continued)

Ability to:

- develop and conduct training programs for people handling hazardous materials or responding to incidents;
- analyze complex technical literature and write both technical and lay reports;
- organize and coordinate efforts of several federal, state, and local agencies to accomplish program goals and objectives;
- communicate clearly and concisely, both orally and in writing.

SUPERVISION

Under the general direction of the Fire Marshal, the employee works independently using standard procedures and methods. Questions of policy and unusual situations are referred to the Fire Marshal. Work is reviewed through periodic discussions and appraisal of work reports and user comments.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1990

Spec No. 440495

EEO Category: 2 – Professionals

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 1501 Hazardous