



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T2068 HAZARDOUS MATERIALS / PRETREATMENT INSPECTOR TRAINEE
MONTHLY SALARY: \$3564 to \$4289

APPLICATION FILING PERIOD: FIRST DATE: May 24, 2004

LAST DATE: Open

PROMPT APPLICATION IS ENCOURAGED. Immediate vacancies may be filled when sufficient applicants have been processed. Later applicants will be eligible for employment consideration as future positions MAY become available. Although the last date to apply is currently "OPEN", the application filing period may be closed with five days notice.

THE POSITIONS: HAZARDOUS MATERIALS INSPECTOR TRAINEES monitor and manage environmental areas/issues such as hazardous materials, storm water, household hazardous waste, underground tanks, and hazardous waste haulers and processing facilities. Trainees conduct or oversee site assessment and mitigation activities; perform internal inspections at City operated facilities and work sites; attend, facilitate, and document facility inspections performed by outside regulatory agencies; identify non-compliance issues and prepare/execute a plan for compliance; determine appropriate waste sampling protocols; diagram sites; prepare permits, plans or other related documents; conduct training classes; test, identify, categorize, manifest and package wastes; work at household hazardous waste collection events and facility; perform inspections at the Miramar Landfill to divert unacceptable wastes from landfill, investigate illegal disposal of hazardous waste, and conduct appropriate enforcement actions, including issuing notices of violation to landfill customers; manage vendor and service contracts; and perform other related duties as assigned.

PRETREATMENT INSPECTOR TRAINEES inspect, classify, and evaluate industrial and commercial processes, wastewater pretreatment systems, and source control methods to determine compliance with federal, state, and local sewer discharge standards; determine appropriate waste sampling protocols; diagram field sites; write inspection reports, develop fact sheets and process wastewater and treatment flow diagrams; draft discharge permits, Notices of Violation, Compliance Orders and Penalty Orders; serve as a witness; research and interpret environmental regulations; provide outreach and education to regulated industries; perform water use audits; determine facility-specific industrial and commercial sewer billing rates; and perform related duties as assigned.

NOTE: The Hazardous Materials / Pretreatment Inspector Trainee eligible list will be used to fill future vacancies in the Hazardous Materials Inspector and the Wastewater Pretreatment Inspector series. Trainees perform increasingly responsible professional industrial waste inspection and/or hazardous materials management activities to verify and ensure compliance with local, state, and federal laws and regulations in their respective areas of responsibility. Duties may include any or all as noted above.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: Proof of degree and course transcripts must be submitted to the Personnel Department.

A Bachelor's Degree in Chemistry, Industrial Hygiene, Chemical or Environmental Engineering, or a closely related degree.

NOTE: Individuals applying with a closely related degree must have completed at least 18 semester units/27 quarter units of college level chemistry course work that include lecture and laboratory classes in both organic and inorganic chemistry.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

PHYSICAL REQUIREMENTS:

1. Ability to maneuver above, under and around equipment during inspections.
2. Ability to safely move across wet or uneven surfaces, ascend /descend ladders, stairs, elevated catwalks, and lift items weighing up to 50 pounds.

HIGHLY DESIRABLE QUALIFICATIONS:

1. Experience writing technical reports, making presentations, and the use of personal computers, spread sheets, and word processing software.
2. For vacancies in the Environmental Services Department, registration as a Registered Environmental Health Specialist (REHS), California Registered Environmental Assessor Certification (REA), California UST System Operator or possession of a valid 40 hour HAZWOPER certification

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX / MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes.); and provide comprehensive information regarding what duties you have performed. If you do **not** have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Specify the option in which you are meeting the **EDUCATIONAL REQUIREMENT**. Copy of transcripts indicating degree conferred must be submitted to the Personnel Department or your application will be rejected.
 - a. Bachelor's Degree in Chemistry, Industrial Hygiene, Chemical or Environmental Engineering.
 - b. Bachelor's Degree in a closely related field other than specified above with successful completion of at least 18 semester units/27 quarter units of college level chemistry course work. Chemistry course work **must** include lecture and laboratory classes in both organic and inorganic chemistry.
2. Indicate if you have the ability to maneuver above, under, and around equipment during inspections.
3. Indicate if you have the ability to safely move across wet/uneven surfaces, ascend /descend ladders, stairs, elevated catwalks, and to lift items weighing up to 50 pounds.
4. Describe your experience and indicate your overall level of competence (i.e., none, limited, moderate, extensive) with writing technical reports and making presentations. Specify the types of reports you have written, for whom they were prepared and your audience when making presentations.
5. Describe your experience and indicate your overall level of competence (i.e., none, limited, moderate, extensive) with the use of personal computers, spread sheets and word processing.
6. Indicate if you are registered as a Registered Environmental Health Specialist (REHS), a California Registered Environmental Assessor (REA) or a California UST System Operator. **Proof of certification must be submitted to the Personnel Department.**
7. Indicate if you possess a valid 40 hour HAZWOPER certification. **Proof of certification must be submitted to the Personnel Department**

*MMB/March 17, 2000/*Rev. 13 (10/24/08)/Class 1524

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER