



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2868 HAZARDOUS MATERIALS INSPECTOR I
MONTHLY SALARY: \$3899 to \$4729**

**#T2869 HAZARDOUS MATERIALS INSPECTOR II
MONTHLY SALARY: \$4606 to \$5583**

**#T2870 HOUSEHOLD HAZARDOUS WASTE PROGRAM COORDINATOR
(HAZARDOUS MATERIALS INSPECTOR III)
MONTHLY SALARY: \$5073 to \$6147**

APPLICATION FILING PERIOD: FIRST DATE: August 7, 2009

LAST DATE: September 24, 2009

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITIONS:

HAZARDOUS MATERIALS INSPECTORS I/II: Perform increasingly responsible professional hazardous materials management work which includes any or all of the following: conduct inspections of City facilities, property and work sites which have hazardous materials or waste management activities; identify existing or potential hazardous materials, waste or other environmental contaminants; determine and perform appropriate waste sampling protocols; diagram field sites; draft permits; conduct hazardous material training classes; test, identify, categorize, manifest and package waste received through household hazardous waste or load check programs; and perform other duties as assigned.

HAZARDOUS MATERIALS INSPECTORS III: Train and review the work of, and provide technical guidance to, subordinate staff performing hazardous materials inspections and training activities; lead inspection of or manage complex hazardous materials projects; conduct tailored hazardous materials training; coordinate and prepare correspondence on complex pending legislation and draft state or federal regulations; interpret and determine the impact of new regulations and legislation; annually review, coordinate and redesign the hazardous materials training information; assist with investigation and enforcement actions; and perform other duties as assigned.

Duties for the current vacancy, Household Hazardous Waste Program Coordinator (Hazardous Waste Inspector III), include: overseeing the daily activities and long term planning associated with the City's Household Hazardous Waste Program, including the permanent collection facility's operational contracts with service providers; management of the California Used Oil Block Grant allowing reimbursement of qualified activities; preparing/reviewing public education and outreach documents, websites, and other outreach media; interacting with the public; and monitoring the appointment system.

Duties for future vacancies in the Household Hazardous Waste Program, which may occur at the Hazardous Waste Inspector I/II level, include: involvement with the daily activities associated with the City's Household Hazardous Waste Program, including the permanent collection facility's operations and monitoring the facility's appointment system; technical support for the implementation of the California Used Oil Block Grant and event activities; preparing reports, and public education/outreach documents; and interacting with the public.

REQUIREMENTS: You must meet the following requirements on the date you apply.

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

A Bachelor's Degree in Chemistry, Chemical Engineering, Environmental Engineering, Industrial Hygiene, or a closely related field. Coursework must include completion of at least 18 semester units/27 quarter units of college level chemistry course work that includes lecture and laboratory classes in both organic and inorganic chemistry.

AND

EXPERIENCE:

Hazardous Materials Inspector I:

One year of full-time experience working with Hazardous Waste, Universal Waste, or Recyclable Waste in one or more of the areas listed below.

Hazardous Materials Inspector II:

Two years of full-time experience working with Hazardous Waste, Universal Waste, or Recyclable Waste in one or more of the areas listed below.

Household Hazardous Waste Program Coordinator (Hazardous Materials Inspector III):

Three years of full-time experience working with Hazardous Waste, Universal Waste, or Recyclable Waste in one or more of the areas listed below.

- **Hazardous Materials Management Investigative/Inspecting experience** including inspecting and investigating hazardous materials and waste management practices for conformance with laws and regulations with primary job duties consisting of hazardous waste sampling, storage, testing, packaging, and manifesting of hazardous waste; preparing site inspections and reports; and conducting hazardous material training or outreach activities with the public or clients. Job tasks require detailed knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5.
- **Management of Household Hazardous Waste experience** including coordinating and managing the activities at community collection events or permanent collection facilities; testing; identifying, confirming, categorizing, packaging and manifesting wastes collected through a HHW Program; interacting with the public; preparing educational and outreach materials; and evaluating new regulations and implementing them into the HHW Program. Job tasks required detailed knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5.
- **Hazardous Materials/Environmental Management experience** including contract management and technical oversight of Hazardous Waste Disposal Contracts to include budget and invoice management, report writing, oversight of compliance with contract terms and conditions, public or client interactions; and/or Grant Management and technical oversight of the collection of hazardous waste to include budget management, invoice or reimbursement requests; report writing to Grantor and clients; oversight of compliance with grant contract terms and conditions; and public or client interactions. Knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5 where necessary to complete contract or grant activities.

HIGHLY DESIRABLE:

- Registered Environmental Assessor
- Registration as an Environmental Health Specialist
- HAZWOPER Certification
- DOT HM-181 Certification
- Extensive experience creating/working with complicated and interlinked Excel Spreadsheets
- Contract and/or Grant Management

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

HOW TO APPLY: You must complete a STANDARD EMPLOYMENT APPLICATION for the position(s) 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.

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T2869 Hazardous Materials Inspector II
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ELIGIBLE LIST: Separate eligible lists will be established for **Hazardous Materials Inspector I, II and III**. Candidates who are successful in the screening process described above will be placed on the respective **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 from the corresponding list 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, and training classes); and provide comprehensive information regarding what duties you have performed.

1. Specify the exam number and title of the positions listed below for which you are applying. Your application will only be evaluated for the position(s) you specify. It is not necessary to submit a separate application for each position.
 - a. T2868 – Hazardous Materials Inspector I
 - b. T2869 – Hazardous Materials Inspector II
 - c. T2870 – Household Hazardous Waste Program Coordinator (Hazardous Materials Inspector III)
2. For each area of qualifying experience listed below, provide detailed examples of tasks/projects you completed that incorporated the various job duties listed. Include in your description which regulations you relied upon to assist in completing the various elements of the task/project and specify from which employer(s) this experience was gained.
 - a. **Hazardous Materials Management Investigative/Inspecting experience:** include information on the average volume of inspections or investigations completed in a specified timeframe, and describe the complexity of those activities.
 - b. **Management of Household Hazardous Waste experience:** include information on the number of residents served during events or facility activities in a specified time frame and volume and types of wastes collected, description of permit issues, and role in daily operations.
 - c. **Hazardous Materials/Environmental Management experience:** include information on the general details of the grant or contract, the contract or grant dollar amount, and for which duties you were directly responsible.
3. Describe your experience preparing educational materials, conducting training, and/or interacting with the public. Specify the target audience for which the materials/training was created and your specific role in creating/preparing the materials and/or conducting training. If applicable, provide an example of educational materials you created with your application.
4. List any hazardous materials/waste management related training classes you have completed and/or certificates you hold.
5. List any computer programs you are proficient in utilizing and describe, in detail, the most complex Excel spreadsheet you have worked on or created.
6. Describe any personal or professional leadership roles you have held and what techniques, actions and/or skills you used to build consensus with the group(s) to complete the project, activity, or assignment.

MMB/July 24, 2009/Hazardous Materials Inspector III (*Recruiting Title: Household Hazardous Waste Program Coordinator*)/Class: 1526; 1527; 1544

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