



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**HAZARDOUS MATERIALS PROGRAM MANAGER**  
**OR**  
**SENIOR HAZARDOUS MATERIALS PROGRAM MANAGER**  
**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Environmental Health  
**LOCATION:** Inyo and Mono Counties  
**SALARY:** **Manager:** Range 78: \$5410 \$5675 \$5963 \$6261 \$6574  
**Senior Manager:** Range 84: \$6254 \$6564 \$6892 \$7233 \$7601  
(The above monthly salary is paid over 26 pay periods annually.)

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**THE POSITION:** This position will conduct all duties required of a Certified Unified Program Agency (CUPA). The position is an equally shared position for both Mono and Inyo Counties, and the position is under the joint supervision of the Environmental Health Directors of both counties. Employee is in charge of all aspects of the day-to-day operation of the hazardous materials program and will conduct all aspects of the program. Depending on qualifications and experience, this position will operate with minimal day-to-day direct supervision.

**ESSENTIAL JOB DUTIES,**

Conduct inspections of all regulated hazardous materials facilities.

Manage and maintain the California Environmental Reporting System (CERS) software program, including keeping all CERS facility information up to date, and the review and approval of all business plan submittals.

Prepare all budgetary requirements of the CUPA programs.

Oversee the CUPA permitting and invoicing obligations.

Maintenance and submittal of all required reports to the California Environmental Protection Agency (CalEPA).

Development and implementation of CUPA enforcement program.

Investigation and appropriate response to hazmat incidents and complaints.

Coordinate with consultants and other agencies on clean-up proposals and environmental site assessments.

Maintenance and cleanup of paper files (CUPA).

**MINIMUM QUALIFICATIONS:**

**Hazardous Materials Program Manager:**

Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b) with major

coursework in biological, chemical, physical, environmental or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene; or a related field. Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved as above; OR

Possession of California Registered Environmental Health Specialist, Professional Engineer, or Professional Geologist certification from the State of California.

**Licenses:**

1. Possession of a valid California's Driver's License, and
2. Possession of, or ability to obtain within six months of hire date, a Hazwoppers Certification, and
3. Possession of, or ability to obtain within six months of hire date, the International Code Council (ICC) Certification as a California Underground Storage Tank (UST) inspector

**Senior Hazardous Materials Program Manager:**

**Minimum Qualifications**

Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b) with major coursework in biological, chemical, physical, environmental or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene; or a related field;

**AND**

Possession of CA registered environmental health specialist certification

**AND**

At least two years experience in the hazardous materials profession

**Licenses:**

1. Possession of a valid California's Driver's License, and
2. Possession of, or ability to obtain within six months of hire date, a Hazwoppers Certification, and
3. Possession of, or ability to obtain within six months of hire date, the International Code Council (ICC) Certification as a California Underground Storage Tank (UST) inspector

**Knowledge and Skills:**

**Knowledge of:**

Provisions of Federal, State & local regulations regarding hazardous materials.

Relevant technology and analysis tools.

Principles and practices of environmental health, occupational health, industrial health.

Functions and operations of associated agencies.

Budgetary procedures.

Computer software applications.

**Necessary Skills:**

Written communication

Oral communication

Decision making

Planning and organization

Budget analysis

### **Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

**TYPICAL PHYSICAL REQUIREMENTS:** While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, computer keyboard, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with co-workers, general public, County staff and management, consultants and outside agencies and organizations on a continuous basis. Employee may be required to lift and/or carry and/or move moderately heavy to heavy objects in the performance of required duties.

**TYPICAL WORKING CONDITIONS:** Employee performs assigned duties both indoors and outdoors in a variety of climatic conditions including exposure to hot and cold temperatures; may work in rough terrain and remote locations on occasion. Continuous contact with other staff and management, other agencies and organizations and the general public is also required.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

**APPLICATION:** **This recruitment will remain open until position has been filled.** Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County and/or Mono County work locations as needed to complete assigned work.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.