



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Hazardous Materials Specialist I

SALARY

\$23.35 - \$31.47 Hourly

ISSUE DATE: 03/20/18

FINAL FILING DATE: 04/03/18

THE POSITION



HAZARDOUS MATERIALS SPECIALIST I

This recruitment will be open from March 20, 2018 and will close at 11:59 p.m. (PST) on Tuesday, April 3, 2018.

OPEN TO THE PUBLIC

This recruitment is being held to establish an open eligible list to fill Hazardous Materials Specialist I vacancies within the County of Orange. This recruitment may also be used to fill positions in similar and/or lower classifications.

HEALTH CARE AGENCY

The [County of Orange, Health Care Agency](#) (HCA) is a dynamic organization dedicated to creating and supporting an environment that promotes the achievement of optimal individual, family and community health. Under the direction of the Agency Director, a dynamic executive team with an organizational structure comprised of five service areas - Behavioral Health, Correctional Health, Regulatory and Medical Services, Financial and Administrative Services, and Public Health is committed to meeting the health needs of the diverse Orange County community. HCA delivers services to the community based on business values of Excellence, Leadership, Stewardship and Innovation. HCA embraces the County's values of a service-oriented culture that attracts and retains the best and the brightest, by fostering a spirit of collaboration and partnership.

ENVIRONMENTAL HEALTH DIVISION

The [Environmental Health Division](#) (EHD) is comprised of various programs aimed toward protecting the health and safety of Orange County residents and visitors from harmful

conditions in the environment. Staff enforce laws and regulations and emphasize education to assist businesses and communities with providing healthy and safe communities. The Hazardous Materials Surveillance Section conducts on-site inspections of Hazardous Materials and Waste facilities.

THE OPPORTUNITY:

The Hazardous Materials Specialist I is a trainee class for employees who do not possess the necessary experience to qualify as a Hazardous Materials Specialist II. This trainee class receives on-the-job training in Hazardous Materials, Hazardous Waste, Aboveground Petroleum Storage Tanks, and Waste Tire Enforcement.

DESIRABLE QUALIFICATIONS:

It is desirable but not required that the ideal candidate will possess a valid certificate of registration as an Environmental Health Specialist (REHS) issued by the California Department of Public Health (CDPH). The ideal candidate will have experience with inspections and complaint investigations, in the areas of hazardous materials, hazardous waste, environmental health, and/or public health. In addition Candidates who are selected for the position are required to provide their own means of County-approved transportation, such as a personal vehicle, for conducting inspections and County business; use of a personal vehicle will be reimbursed through the mileage claim process. The ideal candidate will also possess knowledge and experience in the following competencies:

Specialized Knowledge

- Understanding and applying Federal and State laws and regulations as it pertains to Environmental Health
- Concisely write objective and detail reports for field documentation
- Using personal protective equipment and tools to collect or evaluate samples/evidence
- Using computer hardware and software to enter and retrieve data, review state forms, and complete reports in a timely manner
- Conducting field inspections at businesses and provide customer service to members of the public
- Proficiently using a variety of computer software such as, Microsoft Word, PowerPoint, Excel, Access, Outlook, etc.

Certifications in

- Aboveground Petroleum Storage Tank Inspections, after assignment.

Relationship Building

- Ability to establish and maintain cooperative working relationship with peers, supervisors, managers, vendors and the public

Oral/Written Communication Knowledge/Expertise

- Ability to communicate effectively verbally, and in writing
- Ability to listen attentively and understand what is being communicated by subordinate and supervisory staff, the public and managerial staff
- Ability to review, evaluate and summarize data in writing in terms of trends or general indications of possible problem areas

Planning and Organization

- Ability to investigate illegal activities associated with CUPA hazardous materials and waste programs
- Ability to think logically and organize thoughts and work priorities to accomplish work efficiently and independently

***Upon hiring incumbent will receive training and obtain certifications which will be provided by EHD.**

- 40-hr HAZPOWER course
- APSA (Aboveground Petroleum Storage Act)

MINIMUM QUALIFICATIONS

Click [here](#) to learn more about the minimum qualifications and physical, mental, and environmental conditions for the Hazardous Materials Specialist I.

RECRUITMENT PROCESS

Human Resource Services (HRS) screens all applications to identify the qualified candidates for the position based on the skills required. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

Online Assessment | Online Essay Examination (Weighted 100%)

The Essay Exam is designed to measure candidates' critical thinking and analytical skills as well as candidates' ability to communicate clearly, logically and effectively in writing.

Based on the Department's needs, the selection procedure listed above may be modified. All candidates will be notified of any changes in the selection procedure.

Eligible List

Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for present and future vacancies.

ADDITIONAL INFORMATION

EMAIL NOTIFICATION:

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, please contact Jenny Lopez at (714) 834-4605 or jenlopez@ochca.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,

Santa Ana, CA 92701

EXAM #5140HP-0318-042 (O)
HAZARDOUS MATERIALS SPECIALIST I

JL

Hazardous Materials Specialist I Supplemental Questionnaire

- * 1. Are you in possession of a valid certificate of registration as an Environmental Health Specialist (REHS) issued by the California Department of Public Health (CDPH)?

If your answer is "YES", **a clear copy of your valid certificate of registration must be attached to your application** for verification.

Email or fax copies are not acceptable.

Yes No

- * 2. Are you in possession of a bachelor's degree in life, physical or environmental health science or a related field with a minimum of 30 semester units in basic sciences, including at least one laboratory course in each of the following fields: chemistry, physics, microbiology or biology and a course in mathematics?

If your answer is "YES", **a clear copy of your college/university transcripts must be attached to your application** for verification.

Email or fax copies are not acceptable.

Original and sealed School Transcript of Records is required by date of appointment.

Yes

No

- * 3. If you are selected by the time of appointment, will you be able to present a valid California Driver's License (Class C or higher) and car insurance?

Yes No

- * 4. Candidates who are selected for the position are required to provide their own means of County-approved transportation, such as a personal vehicle, for conducting inspections and County business; use of a personal vehicle will be reimbursed through the mileage claim process.

Yes, I have my own means of County-approved transportation, such as a personal vehicle, for conducting inspections and County business

No, I do not have my own means of County-approved transportation, such as a personal vehicle, for conducting inspections and County business

- * Required Question