



HAMILTON COUNTY
invites applications for the position of:
Hazardous Materials Officer #1828
Emergency Services - Human Services
Division

An Equal Opportunity Employer

SALARY: \$42,105.00 - \$52,631.00 Annually

OPENING DATE: 06/07/10

CLOSING DATE: 06/11/10 04:00 PM

DESCRIPTION:

Under general supervision, identifies, provides and undertakes a variety of tests and assessments to determine the effectiveness, reliability and availability of personal protective equipment, vehicles, materials and supplies used by the Hazardous Materials Team. Provides education and training.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS:

Identifies, oversees and coordinates scheduled and ad hoc testing of emergency response equipment, personal protective equipment and related materials and supplies; determines level of protection, readiness for use and adherence to established safety standards; recommends and oversees changes to storage, cleaning, preparation and related pre-, on scene and post-event activities; reviews and recommends changes to policies and procedures.

Reviews and assess readiness of vehicles; determines compliance with established maintenance and repair schedules; identifies and recommends staffing and equipment needs; monitors expenditures; identifies, complies, develops, and presents hazardous materials training; maintains files and records associated with class attendance, vehicle and personal equipment, materials and supplies status and maintenance; responds to major fires, natural and/or man-made disasters and hazardous materials calls as needed; provides assistance, support and direction as required; works at hours and times outside of the normal work schedule. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable State of Tennessee statutes, rules, administrative orders, policies and procedures, applicable Federal rules and requirements.

Knowledge of Hamilton County policies and procedures.

Knowledge of National Fire Protection Association Codes and Standards.

Knowledge of OSHA, EPA and International Fire Service Training Association, rules, regulations and requirements.

Knowledge of the principles and practices of administration, organization, supervision and management.

Knowledge of the principles of accounting, bookkeeping, record keeping, case, file and records management.

Skill in establishing and maintaining cooperative working relationships with employees, law enforcement, fire personnel, the news media, interested parties and the public.

Skill in communicating and producing documents and reports for internal use and public dissemination.

Skill in organizing and coordinating the efforts of personnel, volunteers and others.

Skill in identifying and implementing operational policy and procedures changes and updates.

Skill in assessing a variety of administrative, operational, managerial, fiscal and other issues/problems and making sound recommendations for solutions.

Skill in operating a personal computer utilizing a variety of software applications.

Skill effectively communicating in both oral and written form.

MINIMUM REQUIREMENTS:

The equivalent of a High School diploma and five (5) years of relevant, responsible hazardous materials handling and/or providing hazardous situation response, hazardous materials training, fire protection/prevention/fire fighting, inspections, or closely related experience.

ADDITIONAL REQUIREMENTS: The incumbent must currently be certified as a Hazardous Materials Technician through the Tennessee Emergency Management Agency and must maintain the certification throughout employment. He/she must also be eligible to initiate within twelve (12) months the certification level of Hazardous Materials Specialist.

PHYSICAL REQUIREMENTS: Work involves the risk of bodily harm associated with fire, hazardous materials and related work situations. This position requires the individual to be in good physical condition, be able to wear heavy fire protection equipment, be able to lift and carry heavy items and equipment, be able to climb ladders, work in confined quarters while exposed to extreme heat and flames. There is the risk of potential exposure to harmful chemicals, toxic gasses, and poisons, biological hazards and infectious diseases.