



City of Tempe

HAZARDOUS MATERIALS SAFETY SPECIALIST

| JOB CLASSIFICATION INFORMATION | | | |
|--|----------------|--------------------------------|--|
| <i>Job Code:</i> | 286 | <i>Department:</i> | Municipal Utilities |
| <i>Supervision Level:</i> | Non-Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Solid Waste Equipment Operator II+ |
| <i>Safety Sensitive / Drug Screen:</i> | Yes | <i>Physical:</i> | Yes |
| Click here for more job classification information including current salary range. | | | |

| REPORTING RELATIONSHIPS |
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| Receives general supervision from Environmental Health and Safety Supervisor or supervisory or management staff. |

| MINIMUM QUALIFICATIONS | |
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| <i>Experience:</i> | Three (3) years of experience in safety and/or hazardous materials, with a focus on incident response, training, or compliance program administration. |
| <i>Education:</i> | Some formal specialized training in safety and hazardous materials. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain within six (6) months of hire, an OSHA or DOL related safety and/or hazardous materials certification. |

| ESSENTIAL JOB FUNCTIONS |
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| Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. |
| To actively support and uphold the City’s stated mission and values. To perform skilled technical duties in the collection and disposal of hazardous waste products, respond to and mitigate hazardous materials incidents, conduct safety training classes and administer safety equipment programs. |

| OTHER DUTIES AS ASSIGNED |
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| Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. |
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- Respond to hazardous materials incidents.
- Assist with daily operations of the Household Products Collection Center (HPCC), including identifying unknown chemicals bulking hazardous and non-hazardous materials such as compressed gas cylinders, flammables, corrosives and reactive for transport in compliance with DOT regulations.
- Assist with the response and investigation to citizen calls concerning improperly disposed of household hazardous chemicals and illegal dumping; produce written documentation as needed.
- Participate in public outreach events related to Tempe Municipal Utilities programs; respond to customer inquiries and complaints.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles;
- Use power tools (i.e. push mowers, jackhammers, drills, chain saws, and air power tools);
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out of doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to blood and airborne pathogens; bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Operate city equipment.

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |

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|--|---------------|---------------------------------|
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p> | | |

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| JOB DESCRIPTION HISTORY |
| <p><i>Effective March 2005</i> <i>Revised January 2017 (add physical/mental activities)</i> <i>Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)</i> <i>Revised March 2020 (update reporting relationship, license certifications and job duties)</i></p> |