

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: OPERATIONS SPECIALIST**  
**DEPARTMENT: PUBLIC HEALTH**  
**REPORTS TO: ENVIRONMENTAL HEALTH SUPERVISOR**

**CLASS CODE: 45126**  
**FLSA STATUS: N**  
**DATE: 10/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Performs a variety of difficult technical functions associated with hazardous material incidents/complaints and environmental issues including: assessing and mitigating unsafe situations; taking action at incident scenes; investigating environmental crimes; and coordinating training.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Responds to hazardous materials incidents, including: assessing incidents; determining the hazards of unknown chemicals; contacting and dispatching the Redwood Empire Hazardous Incident Team (REHIT), as needed; and coordinating clean up.

Responds to complaints regarding environmental issues, including: assessing problem; contacting other environmental experts for guidance; referring complaints to other agencies; and developing reports and maintaining associated records.

Investigates environmental crimes, including: interviewing witnesses; noting observations; obtaining search warrants; performing formal investigations and interrogations; and turning information over to the District Attorney for further action and/or prosecution.

Assists other staff in ensuring compliance with hazard materials laws and regulations by notifying appropriate parties when violations/problems are noted concerning underground storage tanks, hazardous materials business plans, solid waste, etc.

Coordinates hazardous materials response and training, including: staying in contact with fire agencies; obtaining funding for training and equipment through grants and private support; developing and implementing programs; serving as training contact and relaying training information to the steering committee; and traveling to various departments to conduct training

Determines cost of personnel time and equipment responding to incidents and forwards invoices to appropriate parties.

Seeks grant funding by applying for funding, presenting proposals and administering grant(s).

Oversees distribution of equipment and training opportunities by suggesting ways to best utilize personnel and equipment and encouraging departments to train trainers.

Maintains equipment, including: scheduling maintenance; taking inventory of supplies and equipment; and monitoring communications equipment.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Maintains filing systems.

Formats, types letters, memos, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Enters and retrieves a variety of information into a computer terminal.

Reports administrative and/or operational problems to supervisor.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
Photo Ionization Device  
General Office Equipment

Combustible Gas Indicator  
Self Contained Breathing Apparatus  
Haz Cat Kits

Pager  
Two Way Radio

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school in Fire Science or related; and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Hazardous Materials Specialist

Incident Commander

Environmental Crimes Investigator (preferred)

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Basic principles of physical, biological and social science as related to public health and environmental quality control.

Enforcement responsibilities associated with hazardous materials incident response and criminal statutes.

Methods and techniques of inspecting and making investigations of hazardous material handlers, facilities and criminal violations.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

**Mental and Physical Abilities:**

Ability to compile and evaluate data and make recommendations.

Ability to train others in response tactics, chemical identification and investigation procedures.

Ability to manage hazard materials incident scenes.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables.

While performing the essential functions of this job, the incumbent is regularly required to sit.

While performing the essential functions of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects and to reach with hands and arms.

While performing the essential functions of this job, the incumbent is regularly required to speak and hear.

While performing the essential functions of this job, the incumbent is regularly required to lift and/or move up to 10 to 20 pounds.

While performing the essential functions of this job, the incumbent is regularly required to ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms and to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.

While performing the essential functions of this job, the incumbent is occasionally required to lift and/or move 20 to 50 pounds.

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, electrical shock, explosions, fumes or airborne particles, toxic or caustic chemicals and outdoor atmospheric conditions.

**Working Conditions:**

Work is performed in a normal office environment and outdoors with exposure to outdoor temperatures, dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.