

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility | | POSITION NUMBER (Agency-Unit-Class-Serial) 030-217-3528-001 | | MCR / HCR 1 |
| DIVISION / UNIT Business Services Division Fire Department | | CLASSIFICATION TITLE Associate Hazardous Materials Specialist | | |
| | | WORKING TITLE Associate Hazardous Materials Specialist | | |
| | | TIME BASE / TENURE R10 | CBID 2 | WWG 2 |
| LOCATION 480 Alta Road, San Diego, CA | REVISION DATE 1/16/2025 | INCUMBENT | | EFFECTIVE DATE |
| CDCR'S MISSION and VISION | | | | |
| <p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> | | | | |
| COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION | | | | |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments. | | | | |
| DIVISION OVERVIEW | | | | |
| This is the full journey level of the series. Under direction, incumbents independently perform the full range of the more responsible, varied, and complex work associated with the evaluation, management, and regulation of hazardous materials. Incumbents perform complex scientific evaluations of facility permit applications, environmental data, chemical contamination data, remedial action plans, compliance with permit conditions, and other regulatory requirements. Incumbents may also be assigned responsibility for modification or application of complex scientific models in evaluating portions of the work described above. In a headquarters setting, incumbents may also be assigned responsibility for development of the more difficult regulations, policies, and procedures. This level may also be assigned lead responsibility over other first working and journey level Hazardous Materials Specialists. | | | | |
| GENERAL STATEMENT | | | | |
| Under the direction of the Fire Chief, the Associate Hazardous Materials Specialist functions as the institution's expert resource to identify, manage, remediate, and dispose of hazardous materials and wastes. This position will represent the institution on all issues related to environmental health and safety; develop lesson plans and conduct training in the Community Right to Know Safety Data Sheets, Injury & Illness Prevention Program, Confined Space Plan, and Respiratory Protection Plan; act as the institution's liaison for all city, county, state and federal environmental permits; coordinate with managers and supervisors in assessing the procedures for disposing of hazardous materials during daily operations and program changes; develop plans and identify resources for the removal and the disposal of hazardous materials wastes by regulated licensed contractors; perform inspections and monitor the storage, handling and disposal of hazardous materials and waste; monitor compliance with institutional permits issued by controlling agencies; assist the Safety Officer with investigations and claims of exposures resulting from hazardous materials; and maintain accountability and supervise incarcerated individuals to be utilized for hazardous materials duties. Duties include, but are not limited to the following: | | | | |
| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. | | | |
| 40% | Identify and analyze hazardous materials. Perform scientific evaluations of facility permits, applications, environmental data, chemical contamination data, remedial action plans, compliance with permit condition and other regulatory requirements. Conduct technical inspections of hazardous materials usage, storage, and handling sites within the institution to ensure compliance with State and Federal regulations. Review Safety Data Sheets (SDS) and chemical inventories of all hazardous materials stored or used within institutional grounds. Maintain the hazardous waste and universal waste storage areas in accordance with Departmental and regulatory standards (Federal, State, and Local). Responsible for distribution of inspection results and ensures corrective | | | |

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| | actions are taken within allotted time frames. Follow-up inspections shall be scheduled to ensure compliance. Respond to and investigate all hazardous materials spills that occur on institution property, preparing reports and subsequent action plans to mitigate the effects of a spill. As necessary, prepares bid packages, reports, and necessary documents for the removal of hazardous material waste. Create profiles and prepare manifests. Label waste containers in accordance with the established protocols and procedures. |
| 25% | Establish and maintain a working program and filing system for all documentation related to all programs. Respond to and investigate hazardous material spills, prepares reports and subsequent action to be taken. The Associate Hazardous Materials Specialist will train the incarcerated individuals in all applicable state and federal regulations governing emergency response to hazardous materials incidents and confined space rescue. Under the direct control of the Specialist, designee i.e. (Fire Captain) the incarcerated individuals will be “on call” to respond (7 days a week, 24 hours a day) to all emergencies involving chemical spills, confined space rescues and to support firefighting operations. |
| 10% | Develop, prepare, and implement the institution’s Hazardous Materials Manual including the implementation of the “Right to Know” laws. Develop lesson plans and conduct In-Service Training classes. Prepare monthly hazardous material status information and recycle information to be utilized by the safety committee. Attend safety committee meetings and functions as the institution resource to determine the generating and disposal of hazardous materials. Track the cost of hazardous waste. Establish annual budget request and projections for hazardous materials storage, handling, disposal, and spill mitigation. |
| 05% | Analyze and respond to mitigation of hazardous material issues; assist the Safety Officer in assessing and determining industrial liability in hazardous materials exposure claims. Investigate and prepare written reports as directed. |
| 05% | represent the institution at hearings and functions related to environmental and hazardous material issues. Prepare responses and reports to various control agencies. Develop methods for resource recovery, waste reduction and other alternatives to land and water disposal hazards of materials. Make recommendations regarding pending and current legislation and regulations. Consult with contracted engineers and staff regarding the mitigation projects. |
| 05% | Coordinate confined space operations, which include staff and incarcerated individuals in training, air monitoring, attendants, and rescue personnel. Maintain confined space operations and rescue equipment. |
| 05% | Maintain, update, and submit the Institutional Hazardous Materials Business Plan. Review and update the following operational procedures: Confined Space, Anthrax, and Battery Procedure. Additionally, work with the Local Air Quality Management District to comply with all rules, equipment, and operations that have an impact on air quality. |
| 05% | Attend training as required by the institution and regulatory agencies as scheduled by the Fire Chief and In-Service Training. Other duties as required. |
| | Comprehensive training on work expectations and safety measures. Maintains order, discipline, and assists in preventing escapes; helps ensure incarcerated individuals and youthful offenders from injuring themselves, others, and property, keeps work areas safe and secure; inspects the area of supervision daily for contraband. |

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| SPECIAL REQUIREMENTS | |
| • | CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, nonemployees, and employees shall be made aware of this. |

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| CONSEQUENCE OF ERROR | |
| • | Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department. |

To be reviewed and signed by the supervisor and employee:

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EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE