

**CLASS SPECIFICATION**  
**Hazardous Materials Coordinator**

FLSA Status: Exempt  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general direction, plans, organizes, coordinates and participates in the work of bureau staff engaged in performing, developing, implementing and administering the hazardous materials/waste program for the Bureau of Fire and Rescue; develops, monitors and maintains training requirements, response procedures and safety and reporting requirements; plans and monitors performance against program and bureau goals and objectives and ensures program results; represents the bureau and acts as liaison with other bureaus and the public on hazardous materials issues; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Hazardous Materials Coordinator is responsible for coordinating the operations of the hazardous materials/waste program for the Bureau of Fire and Rescue, which includes providing training to all bureau personnel on safety and response procedures for hazardous materials emergencies, providing on-scene technical expertise during emergencies and developing, preparing and updating mandated response plans, operating and response procedures and related documents required by federal, state and local law. The incumbent exercises extensive decision making within established laws, regulations and policy guidelines and is required to establish and maintain effective working relationships with all bureau and other emergency response personnel with the City and other agencies in the region, contractors, vendors, consultants, volunteers, business owners and managers, and the general public. The principal duties of this class are performed in both an office and field environment.

Hazardous Materials Coordinator is distinguished from other program manager classifications by the incumbent's specialization in coordinating and organizing hazardous materials operations, requiring a thorough knowledge of and training in hazardous materials response and operating procedures, training requirements and federal, state and local laws governing hazardous materials.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and coordinates the operations of the hazardous materials/waste program; develops, implements and monitors work plans to achieve bureau program goals and performance measures; develops, manages and monitors performance against the program budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve bureau program goals, objectives and performance measures consistent with the City's quality service expectations.
2. Develops and monitors training for all bureau personnel on safety and response procedures for hazardous materials emergencies; acts as liaison, provides training and responds with the Bomb Squad on related HazMat/bomb issues; develops response capabilities for the Fire Bureau's Marine Program to respond to HazMat/oil spills in area rivers.

3. Develops and writes mandated HazMat response plans, operating policies and procedures and related documents in accordance with local, state and federal laws, rules and regulations; ensures bureau compliance with HazMat regulations.
4. Coordinates with the State Fire Marshal's Office and the Portland Fire Marshal's Office to comply with state, federal and local hazardous materials regulations; acts as liaison to the State Fire Marshal's Office HazMat Response Program.
5. Provides on-scene technical advice and expertise during HazMat emergencies.
6. Serves as the bureau's liaison and contact person to other regional and state agencies and industries on matters relating to HazMat emergencies and non-emergency situations and conditions; provides HazMat advice and technical assistance to other fire and emergency response organizations in the region; assists other bureaus with HazMat issues; attends public and industry meetings to provide information and advice on HazMat issues.
7. Identifies and recommends the acquisition of state-of-the-art HazMat equipment and technology; develops and writes new HazMat equipment specifications.
8. Responds on calls to illegal drug labs to determine conditions for reporting and posting under State Health Division laws, rules and regulations; reports drug labs to the State Health Division; develops and updates response procedures relating to illegal drug labs for both the Fire Bureau and Police Bureau; acts as a hearing officer for drug lab determination under State Health Division laws, rules and regulations.

#### **OTHER DUTIES**

1. Makes HazMat presentations and speeches to public and private groups in the region and at state and national conferences.
2. Reviews and contributes to national and international publications on HazMat and related topics.
3. Identifies and responds to opportunities for HazMat and related grants.
4. Writes reports and billings regarding HazMat responses.
5. Facilitates HazMat team meetings.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Advanced principles, practices and methods of program, administrative and organizational analysis.
2. Advanced principles, practices, tools and techniques of hazardous materials/waste management and program planning, including industrial safety practices and environmental analysis and control as related to HazMat operations and activities.
3. Principles and practices of public administration, including purchasing and maintenance of public

records.

4. Principles, practices and methods of budget development and management.
5. Chemistry, physics and engineering as related to HazMat operations and activities.
6. Composition and effects of a wide variety of hazardous materials.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including federal and state hazardous materials/waste laws applied on the local level of government.
8. State and federal grant opportunities related to HazMat operations and activities.
9. Firefighting operations and activities, including principles of fire protection and fire science technology, mitigation at a hazardous materials incident and Incident Command emergency management.
10. Principles, practices and techniques of group process facilitation and conflict resolution.
11. Principles and practices of sound business communication.
12. City human resources policies and labor contract provisions.

**Ability to:**

1. Plan, organize, coordinate, manage and direct a variety of complex program functions and activities to accomplish program goals, objectives, timelines and deliverables.
2. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
3. Coordinate program activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.
4. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
5. Construct training programs to be implemented specifically for city employees handling hazardous materials or responding to a hazardous materials incident; conduct training presentations.
6. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program responsibilities.
7. Function effectively and exercise quality judgement in life-threatening crisis situations.
8. Understand and follow oral and/or written policies, procedures, and instructions.
9. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.

10. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.
11. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
12. Exercise expert independent judgement and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
13. Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
14. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
15. Establish and maintain effective working relationships with bureau management and staff, other City employees, representatives of other agencies, contractor representatives, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in chemistry, fire science or a related field; and four years of progressively responsible experience in experience in firefighting and/or emergency response operations, including HazMat responses; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver’s license.  
 Certification as a hazardous materials instructor in fire service.

**Physical and Mental Demands**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

**Class History:**

- Adopted: 12-01-87
- Revised: 07-01-92 Class revised as a result of Nonrepresented Classification & Compensation Study, 1991.
- Revised: 10-15-97 Class revised due to passage of Ordinance 171680. Union representation changed from Nonrepresented to COPPEA.
- Revised: 07-01-01 Spec revised as part of the COPPEA classification and compensation study. Hazardous Materials Coordinator (6150) class created from the following COPPEA classes:  
 5352 Hazardous Materials Coordinator
- Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
- June 2009 - Change Job Class number from 6150 to 30000400, due to system change.

July 2017 – Updated union name from COPPEA to PTE