

HAZMAT COMPLIANCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves a variety of technical responsibilities that includes the maintenance and monitoring of equipment used to respond to emergencies involving hazardous materials. The work is performed under the direct supervision of the Director of Fire and Emergency Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates hazmat training sessions which includes but is not limited to scheduling, determining class material and researching potential training courses;

Ensures hazmat members are in compliance with their annual physicals, required training hours and necessary documentation as required by industry standards and laws (e.g. Occupational Safety and Health Administration (OSHA), Federal Emergency Management Association (FEMA), etc.);

Maintains a variety of training files and records;

Maintains and is responsible for the testing of equipment, such as hazmat personal protective equipment (PPE) and self-contained breathing apparatus, to ensure equipment is response-ready and in compliance with National Fire Protection Association (NFPA) guidelines;

Maintains inventory for and documents use of each self-contained breathing apparatus;

Ensures tools (e.g., remote drum openers, air bags, air chisels, whizzer saw, propane flares, compressors, etc.) are tested and inspected bi-monthly and informs the team chief of tools that need to be repaired or replaced;

Ensures all equipment (e.g., damaged gear, air bottles, gas torches, etc.) and consumables (e.g., Speedy Dry, absorbent booms, pads, gloves, etc.) are replaced after emergency use;

Coordinates vehicle maintenance by scheduling service, and ensuring vehicles are response ready in the event of an emergency;

Maintains and monitors communication and computer programs for hazmat operations by downloading critical updates and response programs (e.g., weather station programs, chemical inventory, etc.);

Maintains and tests communication equipment (e.g., batteries, video camera system, etc.);

Ensures radio equipment worn by team members is working properly and that members are able to communicate with one another by proactively testing such equipment on a scheduled basis;

Prepares a variety of reports as required;

May attend training classes, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of hazardous material terminology; good knowledge of hazardous materials tools and personal protective equipment; ability to prepare reports and maintain a variety of records; ability to inspect hazardous material tools and equipment; ability to use telecommunication equipment (two-way radio); ability to understand and carry out oral and written instructions; ability to understand and interpret written materials.

MINIMUM QUALIFICATIONS: An Associate's degree (or equivalent college credits (minimum of sixty (60) credits)) or higher and three (3) years an active member in good standing of the Rockland County Hazardous Materials Response Team*.

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NOTE: Certification of completion from a recognized agency (e.g., Occupational Safety and Health Administration (OSHA), Federal Emergency Management Agency (FEMA), New York State Office of Fire Prevention and Control (OFPC), the International Fire Service Training (IFSTA), etc.) as a certified Hazardous Materials Technician may be substituted for one (1) year as an active member in good standing of the Rockland County Hazardous Materials Response Team.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license.
2. Certification of completion of the Incident Command Level 300 must be completed within one (1) year of appointment.
3. Hazardous Materials Specialist Level certification by New York State Office of Fire Prevention and Control (OFPC), the Federal Emergency Management Agency (FEMA), the Environmental Protection Agency (EPA) or the International Fire Service Training (IFSTA) must be completed within two (2) years of appointment.

*Membership on the Rockland County Hazardous Materials Response Team shall be substantiated in writing from the Director of Fire and Emergency Services at the time of application.