

PROGRAM COORDINATOR, HAZARDOUS MATERIALS

DISTINGUISHING FEATURES OF THE CLASS: This is primarily liaison and coordinating work of a difficult nature involving planning, developing and overseeing a program of emergency response to hazardous materials. The work is performed under the general supervision of the Director of Emergency Services and supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts and coordinates all phases of an assigned project and/or program related to hazardous material;

Acts as the liaison with local, state, federal, private and public agencies;

Develops new programs and provides procedures and routines to participants of emergency response organizations;

Advises county agencies involved with emergency response to hazardous materials;

Researches and prepares financial, statistical and narrative reports relating to the program;

Analyzes and replies to a variety of correspondence from private, public, federal, state and local concerns;

Acts as the coordinator of the Local Hazardous Material Planning Committee as defined under State and Federal mandate;

Acts as a liaison between the emergency response organizations, the Office of Emergency Services and the County Health Department on all hazardous material matters;

Prepares instruction materials and conducts on-going training to staff and emergency response organizations on issues relating to the Hazardous Material Program;

Responds to all hazardous material incidents in the County;

Conducts and/or coordinates inspections of facilities which store, handle and/or manufacture hazardous materials;

Interfaces with town and village Fire Inspector and/or Code Enforcement officers on issues of hazardous materials, including storing, handling, inventory, issues and violations;

Represents the Director of Emergency Services at meetings regarding hazardous materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of hazardous materials, including transport, storage and handling; good knowledge of administrative practices and procedures; good knowledge of local geography, physical resources and community and governmental organizations, especially as related to hazardous material control; working knowledge of training techniques; ability to plan, organize and direct a hazardous materials program; ability to prepare a variety of reports, some of a financial nature; ability to express oneself clearly, orally and in writing; ability to meet and deal with people and organizations effectively.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree and three (3) years of administrative experience, which included or was supplemented by two (2) years of experience with a paid or volunteer emergency service organization.

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Competitive