

ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Under general supervision, assists with implementing and enforcing the Publicly Owned Treatment Works (POTW) pretreatment program to regulate wastewater discharge from industrial and commercial facilities connected to the District's sanitary sewer system; reviews facilities applications, conducts inspections, permits industries with pollutants of concern, and performs enforcement actions to ensure dischargers comply with the District's Sewer Use Ordinance (SUO) and state and federal regulations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification responsible for performing of the full range of inspection duties as assigned, working independently, and exercising judgment and initiative. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Pretreatment Program Coordinator in that the latter is responsible for developing, organizing, and coordinating the District's POTW pretreatment program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Inspects, collects samples, performs various field chemical tests and flow-monitoring, and monitors a variety of commercial and industrial businesses to ensure compliance with District policies, procedures, standards, and regulatory requirements.
- Evaluates industrial and commercial dischargers for compliance with wastewater discharge regulations.
- Determines and assists with appropriate enforcement actions against pretreatment violators.
- Meets with industrial dischargers related to industrial wastes problems and complaints.
- Classifies and drafts waste discharge permits, as assigned.
- Prepares letters, correspondence, memos, reports, and other written materials.
- Assists with updating, manipulating, and maintaining databases and files; collects and summarizes data and information; assists in preparing reports submitted to regulatory agencies.
- Responds to industrial/commercial waste spills and wastewater treatment plant upsets.
- Assists with the implementation of a Fats, Oil, and Grease (FOG) Abatement Program requiring installation, maintenance, and/or upgrading and retrofitting of various types of gravity interceptor systems.
- Consults with wastewater treatment plant personnel concerning impacts of commercial and industrial dischargers as they relate to operating efficiencies and discharge compliance with existing and proposed wastewater discharge orders and National Pollutant Discharge

Elimination System (NPDES) permits.

- Performs confined space and permit required confined space entry with designated authority to complete pre-entry checklists and perform atmospheric testing and evaluation of various entry conditions and situations.
- Reads, understands, and complies with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, processes, and procedures of Publicly Owned Treatment Works (POTW) pretreatment programs.
- Principles and terminology of industrial and commercial wastewater source control.
- Practices and techniques related to sampling, sample handling, and standard chemical tests.
- Practices and techniques of performing industrial facility and process inspections.
- Basic principles of chemical, biological and related sciences.
- Mathematic principles.
- District and mandated safety rules, regulations, and protocols, occupational hazards, and standard safety precautions including confined space entry.
- Principles of record keeping and report preparation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned function.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect industrial waste treatment equipment for compliance with permit requirements.
- Monitor and collect samples from industrial wastewater dischargers.
- Determine quality and quantity of industrial waste discharge.
- Respond to complaints regarding illicit dischargers, odors, and hazardous materials in the public and private sector.
- Safely and effectively operate a variety of inspection and sample collection equipment.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, explain, and apply all pertinent laws, codes, and ordinances and District policies, procedures, and work standards relevant to work performed.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Perform mathematical calculations.
- Comply with District and mandated safety rules, regulations, and protocols.
- Prepare and maintain technical reports, accurate logs, records, and clear and concise written reports of work performed.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to the completion of the twelfth (12th) grade supplemented by college level course work in chemistry, biology, environmental science, or a related field.

Experience:

- Two (2) years of experience in environmental compliance inspection or a related field.

Licenses and Certifications:

- Possession of a valid Class C California driver's license, to be maintained throughout employment.
- Ability to obtain, and maintain throughout employment, a valid Grade 1 Environmental Compliance Inspector Certification issued by the California Water Environment Association within twelve (12) months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Field and office environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and

twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.