

ENVIRONMENTAL COMPLIANCE INSPECTOR I/II

DEFINITION

To perform semi-skilled and skilled work involving the City's Pollution Prevention Program, Industrial Pretreatment Program, Stormwater Program, and related programs.

SUPERVISION RECEIVED AND EXERCISED

Environmental Compliance Inspector I:

Immediate supervision is provided by the Laboratory Supervisor or designee. Incumbents may receive technical and functional supervision from the Environmental Compliance Specialist.

Environmental Compliance Inspector II:

Immediate supervision is provided by the Laboratory Supervisor or designee. Incumbents may receive technical and functional supervision from the Environmental Compliance Specialist.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Assist in developing and implementing the Pollution Prevention Program. Assist in the day to day enforcement of the Industrial Pretreatment Program, Pollution Prevention Program and the Stormwater Program. Inspect Pollution Prevention Program facilities to ensure compliance with City Pretreatment regulations. Assist with inspection of Industrial Pretreatment Program facilities to ensure compliance with Pretreatment regulations. Inspect construction sites to ensure compliance with NPDES Phase II requirements. Issue discharge permits for new and existing businesses regulated under the Pollution Prevention Program. Regular and consistent attendance. Work weekends and holidays as assigned.

OTHER JOB FUNCTIONS

Collect samples and perform routine laboratory tests and analyses. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Keep detailed records of Pollution Prevention Program activities. Assist with public education and outreach activities to permitted businesses and residential customers. Perform related duties as assigned.

QUALIFICATIONS

Environmental Compliance Inspector I:

Knowledge of:

Basic chemical and bacteriological wastewater characteristics. Basic mechanical and electrical systems. Uses and purposes of general construction tools and equipment. Safe work practices.

Ability to:

Learn Rules and regulations related to the Pollution Prevention and Stormwater programs. Learn the principles and practices necessary to perform inspections of Pollution Prevention Program facilities. Learn basic principles and practices as they relate to wastewater treatment and related programs. Learn routine repairs and adjustments to motors, pumps and other sample collection equipment. Establish effective working relationships with the public, City staff and outside agencies. Understand and carry out both oral and written instructions. Learn to read meters and gauges correctly. Learn to collect samples and perform routine laboratory tests. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

High School Diploma or equivalent. Specialized training or coursework in the water pollution control field is highly desirable.

Experience:

One year of experience in working with mechanical equipment and basic water or wastewater chemical and bacteriological processes is desirable.

Licenses and Certificates:

Required upon hire, possession of a valid California Driver's license. A Grade I Environmental Inspection Certificate issued by California Water Environment Association is required within 12 months.

Environmental Compliance Inspector II:

In addition to the qualifications for Environmental compliance Inspector I:

Knowledge of:

Wastewater sampling and reporting requirements. Functions and purposes of water pollution control systems. Principles as they relate to industrial wastewater treatment. Basic knowledge of State and Federal water pollution control laws and regulations governing the treatment and disposal of industrial wastewater and related programs.

Hazardous chemicals associated with the treatment of wastewater. Occupation hazards and necessary safety precautions.

Ability to:

Use tools necessary to make general repairs to motors, pumps and other equipment. Read and interpret meters and gauges. Collect Samples and perform laboratory tests. Perform facility operations without direct supervision. Prepare written reports. Serve in a stand-by status after regular working hours and respond to emergency call-outs.

Minimum Education and Experience:

Education:

High School Diploma or equivalent, supplemented by specialized training or coursework in the water pollution control field.

Experience:

One year of experience in the operation of a Pretreatment program. One year of experience in the operation and maintenance of wastewater treatment plant and/or related facilities or programs is desirable.

Licenses and Certificates:

Grade I Environmental Inspection Certificate issued by the California Water Environment Association required upon hire. Must obtain a Grade II Environmental Inspection Certificate issued by the California Water Environment Association within 12 months of appointment.

Council Action: June 7, 2011