

City of South San Francisco
Human Resources Department

Environmental Compliance Inspector I

Class Description

Definition

Under immediate supervision, learns to perform a variety of technical tasks associated with the inspection of industrial and commercial discharges to the sewer system for compliance with applicable laws and ordinances; learns to conduct a variety of on-site and facility inspections related to Industrial Pretreatment, Pollution Prevention, and Stormwater Inspection and Monitoring Programs; assists in public outreach activities related to pollution prevention; conducts and reviews field measurements and laboratory analysis of industrial waste samples and wastewater flow; and performs related work as required.

Distinguishing Characteristics

This class is an entry level within the Environmental Compliance Inspector series. Positions in this class typically have little or no directly related work experience. The Environmental Compliance Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Typical and Important Duties

(Essential and other important responsibilities and duties may include, but are not limited to, the following:)

1. Learns to enforce Federal, State and local regulations, including but not limited to, Industrial Pretreatment, Pollution Prevention, and Stormwater programs by assisting in facility inspections of industrial, commercial and residential facilities; reviews related records and documents to assist in the inspection.
2. Conducts and reviews field measurements and laboratory analyses of industrial waste samples and wastewater flow to determine compliance with applicable laws and ordinances.
3. Learns to conduct on-site inspections of construction sites for compliance with related regulations including erosion/sediment control and new development regulations; assists in reviewing plans for sediment and corrosion control.
4. Assists in on-site inspections of food facilities to enforce the Fats, Oils and Grease (FOG) programs.
5. Reviews, evaluates, recommends and approves business license and wastewater discharge applications and permits as appropriate.
6. Establishes and maintains self-monitoring programs for industrial users.
7. Enters a variety of program compliance laboratory data, including, but not limited to, Industrial Pretreatment, FOG programs, Storm Water and related programs into tracking databases to assist in ensuring compliance with related regulations.
8. Conducts on-site inspections of commercial and industrial users; issues notices of violation, administrative citations and fines to facilities for non-compliance issues related to Stormwater programs, Industrial Pretreatment and other related programs.
9. Assists with public outreach activities related to pollution prevention and related programs; and attends various meetings with City officials, non-profits, local agencies and other interested parties regarding wastewater and pollution prevention.

10. Collects data relating to the sewer rental program, computes charges and reviews protests.
11. Gathers evidence for, and recommends administrative or other legal action.
12. Monitors Stormwater Pump Stations for trash and pollution.
13. Establishes and maintains cooperative relationships with those contacted in the course of work.
14. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Basic operations and activities of sewage collection and wastewater treatment facilities.
- Chemistry and chemical engineering.
- Basic procedures used in handling hazardous materials.
- Techniques used a laboratory; and sampling procedures.
- Techniques and methods of sanitary engineering in conjunction with the interpretation and enforcement of laws, codes and ordinances.
- Basic arithmetic.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Principles and practices related to recordkeeping.
- English usage, spelling, grammar, and punctuation used in report writing.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Principles and practices of customer service.
- Modern office equipment, methods, procedures, and computer hardware and software.

Ability to:

- Learn, understand and interpret pertinent Federal, State, and local rules, regulations and guidelines related to industrial wastewater discharge, industrial pretreatment and stormwater programs.
- Learn to perform routine chemical analysis.
- Identify hazardous materials and respond appropriately.
- Maintain accurate records and files.
- Accurately prepare required reports.
- Make accurate arithmetic calculations.
- Observe proper safety precautions and procedures.
- Take a proactive approach to customer service issues.
- Understand and carry out oral and written directions.
- Work in a safe manner, following City safety practices and procedures; safely handle hazardous materials; identify, correct, and report safety hazards; and administer first aid.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimal supervision.
- Communicate effectively in writing and orally, and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Establish and maintain cooperating working relationships with those contacted in the course of work.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operating a personal computer and a variety of software applications.

Experience and Training

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

Experience: One year of increasingly responsible work experience in inspections, laboratory, or operations, requiring knowledge of physical, chemical, biochemical, and bacteriological analysis of water and wastewater.

Training: A bachelor's degree from an accredited college or university with major coursework in environmental science, biology, microbiology, chemistry or a related field. Additional qualifying experience may be substituted for up to two years of the desired education on the basis that two years of experience equals one-year of education.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain and maintain, an appropriate, valid California driver's license and maintain a satisfactory driving record.
- Possession of, or ability to obtain and maintain, a Confined Space Certification by the end of the probationary period.
- Possession of an Environmental Compliance Inspector Grade I Certification issued by the California Water Environmental Association by the end of the probationary period.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 75 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; smell to distinguish odors.

Work Environment: Work in a standard office, shop, and field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards explosive hazards; may also work in and around commercial kitchens, manufacturing facilities, labs, gas stations, warehouses, construction sites, and other hazardous waste areas.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays; work protracted and irregular hours; work in confined space; respond to a pager; take 24-hour call and stand-by; be available for unusual hours in emergencies.

Approved: September 2013
Revised Date:
Former Titles: Source Control Inspector
Abolished:
Bargaining Unit: Operating Engineers
ADA Review: September 2013
DOT: No
Physical: Class 2
Status: Classified/Non-exempt
EEOC Category: EF13\EJ3
Job Code: D210

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SAE
4. SAE
5. MWE
6. SDE
7. SDE
8. SAE
9. MAE
10. SDE
11. SDE
12. SDE
13. SDE
14. SAE