

City of South San Francisco  
Human Resources Department

**Senior Environmental Compliance Inspector**  
Class Description

**Definition**

Under direction organizes, assigns and reviews the work of staff conducting a variety of on-site and facility inspections related to industrial pretreatment, stormwater and pollution prevention programs for compliance with applicable laws and ordinances; assists in the administration of Industrial Pretreatment, Pollution Prevention, Stormwater Inspection and Monitoring programs; reviews and approves a variety of wastewater, stormwater and pollution prevention applications and permits; and provides administrative support to the assigned supervisor and other management staff; and performs related work as required.

**Distinguishing Characteristics**

This is the advanced journey level position in the Environmental Compliance Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the amount of time performing the more complex duties. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Positions in this class are required to have complete working knowledge of various environmental compliance inspection activities and are expected to carry out assigned duties and responsibility.

**Typical and Important Duties**

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

1. Plans, prioritizes, and reviews the work of staff assigned to performing on-site and facility inspections related to industrial pretreatment, stormwater and pollution prevention programs for compliance with applicable laws and ordinances.
2. Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
3. Participates in evaluating the activities of staff, recommending improvements, and modifications.
4. Provides and coordinates staff training; and works with employees to correct deficiencies.
5. Assists in the day-to-day administration of related programs, including the Industrial Pretreatment Program, Pollution Prevention Program, and Stormwater Inspection and Monitoring Program; ensures compliance with applicable laws and ordinances.
6. Develops and prepares periodic reports to regulatory agencies.
7. Assists in the development of fee recommendations for the Sewer Rental Program; computes charges and reviews protests arising under the program; compiles information for billing groundwater discharges and septic haulers; prepares invoices for billing
8. Conducts pollutant impact studies on treatment process relating to industrial waste.
9. Attends applicable Federal, State and local meetings and conferences; maintains close liaison with the representatives of other governmental agencies.
10. Keeps abreast of new, pending and existing program regulations, including, but not limited to, Waste Minimization and Stormwater Pollution; ensures that such information is disseminated to affected parties.

11. Performs the most difficult work related to the inspection of facilities and the enforcement of Federal, State and local regulations, including but not limited to, Industrial Pretreatment, Pollution Prevention, and Stormwater Inspection and Monitoring programs; reviews related records and documents to assist in the inspection.
12. 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.
13. Conducts and reviews field measurements and laboratory analyses of industrial waste samples and wastewater flow to determine compliance with applicable laws and ordinances.
14. Performs plan review for new and remodeled buildings to ensure compliance with State and local codes including California Plumbing Code and low impact development as required by regional permits.
15. Reviews, evaluates, recommends, and approves business license and wastewater discharge applications, and permits, as appropriate.
16. Conducts public outreach related to pollution prevention and related programs; coordinates public events; teaches sewer science class at various schools; and attends various meetings with City officials, non-profits, local agencies and other interested parties regarding wastewater and pollution prevention.
17. Responds to public complaints, spills and illicit discharges in service area; issues notice of violation; and coordinates cleanup and mitigation.
18. Establishes and maintains self-monitoring programs for industrial users.
19. Gathers evidence for and recommends administrative or other legal action.
20. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
21. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles and practices of technical and functional supervision and training.
- Advanced methods, techniques and procedures used in site and facility inspections.
- Applicable Federal, State and local rules, regulations and policies.
- Chemistry and chemical engineering.
- Methods and techniques used in a laboratory setting.
- Sanitary engineering methods and techniques in conjunction with the interpretation and enforcement of laws, codes, and ordinances.
- Operation of sewage collection and treatment facilities.
- Procedures used in handling hazardous materials.
- 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:*

- Provide technical and functional supervision over assigned staff; and effectively train staff.

- Perform the most complex duties related to enforcement of applicable rules and regulations.
- Analyze information and take appropriate actions.
- Understand, interpret and apply Federal, State and local rules, regulation and guidelines.
- Interpret and enforce City ordinances, policies and procedures.
- Prepare clear and concise oral and written reports.
- Performs accurate arithmetic calculations.
- Maintain accurate records and files.
- Perform chemical analysis. Develop, review and implement inspection and enforcement procedures, policies and guidelines.
- 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 cooperative 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:* Three years of experience performing duties comparable to an Environmental Compliance Inspector with the City of South San Francisco that included chemical, bacteriological, biological, or biochemical analysis and two years in wastewater testing.

*Training:* A bachelor's degree from an accredited college or university with major coursework in environmental science, biology, microbiology, chemistry or a related field.

### **Licenses and Certificates**

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

- Possession of, or ability to obtain, and maintain a valid California driver's license and maintain a satisfactory driving record.
- Possession and maintenance of an Environmental Compliance Inspector Grade II Certification issued by the California Water Environmental Association; and a Grade III within two years of employment.
- Possession of, or ability to obtain and maintain, a Confined Space Certification 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, and 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 spaces; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies.

Approved:	September 2013
Revised Date:	April 1995, July 1995, August 1997, November 1998, September 2002, December 2002, June 2003, May 2013
Former Titles:	Senior Source Control Inspector
Abolished:	
Bargaining Unit:	Operating Engineers
ADA Review:	April 1995, 2003, September 2013
DOT:	No
Physical:	Class 2
Status:	Classified/Non-exempt
EEOC Category:	EF13\EJ3
Job Code:	D160

### ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. MME
7. SAE
8. MEA
9. SAE
10. SDE
11. SDE
12. SAE
13. SDE
14. MAS
15. OAE
16. MAE
17. SAE
18. SDE
19. SDE
20. SAE