



Environmental Programs Inspector I/II

Purpose of the role:

Under general supervision, implements the Industrial Waste/Pretreatment Program by performing sampling, inspection, education and enforcement activities in accordance with, and through federal, state, and local regulations; conducts regular sampling and field testing of City drinking water; conducts regular inspections of businesses throughout the City for storm water pollution prevention, proper storage and disposal of hazardous materials; and performs related duties as required.

Distinguishing Characteristics:

Environmental Programs Inspector I - This is the entry level class in the Environmental Programs Inspector series. This class is distinguished from the Environmental Programs Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including basic water sampling and testing. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, and is at the discretion of higher level supervisory or management staff.

Environmental Programs Inspector II: This is the full journey level class in the Environmental Programs Inspector series performing regular inspections of City businesses for compliance with associated environmental programs with only occasional instruction or assistance. Positions at this level are distinguished from the Environmental Programs Inspector I level by the performance of the full range of duties as assigned, working independently, applying well developed program knowledge, and exercising judgment and initiative. Positions at this level 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. Work is normally reviewed only on completion and for overall results. Positions in this class series are alternately staffed and are normally filled by advancement from the Environmental Programs Inspector I level, or when filled from the outside, require prior experience.

An Environmental Programs Inspector is distinguished from an Environmental Programs Coordinator by the latter's responsibility to manage and coordinate all aspects of the Industrial Waste, Stormwater and Drinking Water Quality Program.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Inspects and samples industrial and commercial facilities for compliance with wastewater discharge and storm water quality regulations; meets with industrial and commercial discharges to secure understanding and compliance with federal, state and local industrial waste discharge and storm water quality regulations and requirements; may issue verbal warnings and write notices of

violation to achieve compliance.

- Monitors the quality of the drinking water supply by collecting water samples from new line installations, repaired main lines and routine distribution points and reservoirs; prepares reports and maintains required records.
- Performs a variety of laboratory tests; maintains testing, sampling, and safety equipment including regular maintenance and calibration.
- Investigates citizen inquiries and complaints regarding drinking water quality and public health issues, pollution prevention and wastewater discharges; meets with citizens to resolve problems.
- Anticipates, responds and samples “first flush” storm water run-off to monitor urban run-off and for compliance with City’s Municipal Service Center’s NPDES permit.
- Conducts field activities associated with the treatment plant odor-monitoring program.
- Provides technical support and performs field activities associated with various water quality/ wastewater special projects; assesses the accuracy and precision of environmental data as required by the City’s QA/QC program.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Potable water and wastewater and urban run-off sampling and flow measurement techniques.
- Chemistry and biology as they relate to wastewater treatment, industrial waste and drinking water quality.
- Inspection methods, sampling and testing procedures used in testing water, wastewater and industrial waste.
- Federal, state, and local regulations, codes and public policy concerning drinking water, wastewater, hazardous materials and hazardous waste storage.
- Occupational hazards and standard safety practices.
- Laboratory equipment and water and wastewater analysis procedures.
- Operations and maintenance of wastewater treatment facilities.
- General practices in the operations of various industrial pretreatment systems.

Ability to:

- Use testing equipment to conduct laboratory tests in assigned area of responsibility.
- Analyze, interpret, explain and apply federal, state and local environmental regulations and requirements.
- Understand and apply technical material related to industrial waste, water quality management, public health, pollution prevention and related environmental issues.
- Organize, set priorities and exercise sound independent judgment in areas of responsibility.

***Desired
Minimum
Qualifications:***

- Prepare clear and accurate technical records and reports using standard office and computer equipment.
- Enforce regulations with tact, firmness and consistency.
- Understand and follow written and oral instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Customer- Focused
- Flexible/Adaptable
- Accountable
- Problem Solver and Decision Maker
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Environmental Programs Inspector I

Education/Training:

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

Experience:

Prior experience in water quality or industrial waste programs is desired.

Environmental Programs Inspector II

**Education and
Experience
Guidelines:**

Education/Training:

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

Experience:

Two years of experience in the chemical, bacteriological, and physical analysis of wastewater and/or drinking water at a level comparable to an Environmental Programs Inspector I with the City.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Ability to obtain a California Water Pollution Control Association Grade I Industrial Waste Inspector Certificate within one year.

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.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting and to travel to various locations to perform inspection duties; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift and move 75 pounds; and operate office equipment and vehicle. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office and field environment; regularly required to work outside, with exposure to inclement weather conditions, elevated noise levels, chemicals and fumes; work with and around machinery and water; regular interaction with customers, citizens and dissatisfied individuals.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: