

CITY OF SALINAS

ENVIRONMENTAL COMPLIANCE INSPECTOR II

**BARGAINING UNIT/CLASS CODE:
SMEA/N07**

DEFINITION

Under general direction implements required journey-level inspection, enforcement and administrative wastewater activities. The position performs and oversees the inspection and monitoring of industrial and commercial discharges to the Industrial Wastewater sewer system and discharges to waterways and storm water drainage facilities for compliance with the City's National Pollution Discharge Elimination System (NPDES) permits and applicable Federal, State and local regulations and ordinances regarding water and wastewater discharges; explains regulations and assists business users with meeting compliance requirements; performs public education duties; performs laboratory analysis and instrumental measurements, including sample collection; and does related work as required. The position is responsible for the preparation of documents and reports, letters of violation and issuance.

SUPERVISION RECEIVED AND EXERCISED

The Environmental Compliance Inspector II is distinguished from the Environmental Compliance Inspector I by the requirement to perform at a higher level of technical knowledge, to complete complex administrative duties and by having the responsibility of leading projects and supervising any compliance inspection staff. Receives general direction from the Wastewater Manager. Provides functional and technical training and direction over subordinate personnel as required.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Compile data for issuing and maintaining Industrial Wastewater Discharge Permits. Perform site inspections, read flow meters, conduct water sampling and perform laboratory analysis to compile monthly billing information. Inspect and monitor local businesses, industries, and residences for NPDES compliance and for requirements for permitted discharges to the Industrial Wastewater Treatment Facility. Perform basic testing of wastewater discharge to identify the amount and type of pollutants. Calculate and track wastewater fees by industry. Prepare summaries and responses regarding information gathered during site visits. Prepare reports (including notices of violation, notice of deficiencies, follow-up and user requested information) and follow-up to insure compliance. Prepare and submit required reports to the State Water Quality Control Board, both quantitative data and narrative; perform laboratory tests (examples: pH, BOD, SS, TSS including lab preparation and cleaning hours, equipment calibration and Quality Control). Purchase equipment, supplies and contract services (i.e. outside laboratory analysis as required); follows quality control and quality assurance procedures. Comply and submit reports on water and wastewater discharges as required for NPDES compliance as required by the State of California and other agencies; assists with preparation of correspondence with the State and Federal regulatory agencies, including monthly, quarterly, semi-annual and annual monitoring reports. Recommends corrective actions and procedures needed by business and industry to meet discharge requirements. Assist businesses with compliance requirements as appropriate. Monitor a variety of discharge and pretreatment systems. Review and comment on industrial self-monitoring reports. Calibrate and maintain sampling and flow measurement equipment; recommend and assists with implementation of enforcement procedures, attend meetings, conferences as required. Attend other venues for the purpose of public education regarding NPDES issues. Perform other duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to operate highly technical tools to perform such essential duties as lab tests in the field; write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish between various colors; hearing sufficient to conduct in-person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard at a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to walk on uneven surfaces in an outdoor environment and move about the work environment, physical strength to lift up to 50 pounds; physical stamina sufficient to sit for prolonged periods of time; climb ladders; crawl under buildings; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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ENVIRONMENTAL COMPLIANCE INSPECTOR II (continued)**

WORKING CONDITIONS

A combination of business work and fieldwork environment. In the business office working environment, position is subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. In the field environment, position may be subjected to work in all types outdoor weather conditions, including sun, heat, fog, rain and wind. Physical mobility sufficient to move about the office work environment, to move about uneven surfaces related to construction sites, and the ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Principles and practices of wastewater treatment processes, pretreatment, and monitoring systems. Codes, ordinances and regulations applicable to the monitoring of business and industrial wastes and wastewater discharge. Operation and maintenance of monitoring equipment. Basic procedures and methods used in chemical, biochemical and bacteriological laboratory tests and analysis. Safe work practices. Development and implementation of source control programs (i.e., restaurant grease traps, and food preparation businesses).

Ability to:

Plan, organize, and implement an effective source control inspection and monitoring program; organize and carry out site inspections and monitoring. Operate and maintain monitoring and flow measurement equipment. Perform field inspections of commercial and industrial facilities to determine compliance with the City's NPPDES Permit, best management practices for water quality pollution prevention. Gather, maintain and organize a variety of monitoring and source control data. Collect a variety of samples and perform analysis from locations around the treatment facility and from other locations in the field including samples for compliance with the City's NPDES storm water permit. Following established procedure, perform careful and accurate chemical, physical, biochemical and bacteriological analyses. Determine appropriate safety procedures to be used in a given situation; communicate clearly and concisely, orally and in writing. Effectively organize tasks, plan time and meet deadlines. Work independently and make effective judgments in the field; tactfully enforce codes, ordinances, and other regulations applicable to Industrial Waste Control and NPDES violations. Establish and maintain effective work relationships with those contacted in the performance of required duties. Use personal computer and demonstrate proficiency in City standard word processing, spreadsheet and database software programs. Use personal computer to interface with programs and documentation transmitted by email or other means from customer base. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a Class "C" California Driver's License. Must obtain an Environmental Compliance Inspector's Grade II certificate or Laboratory Analyst from the California Water Environment Association and 832 PC Certification within 12 months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and a abilities required to perform the duties would be any combination equivalent to completion of high school/GED supplemented with two years of college level science courses. This course work should include elements of biology, microbiology, inorganic chemistry and organic chemistry. Two years of work experience performing similar type work at a journey level. A Bachelors Degree in chemistry or a natural science major is desirable. Bilingual Spanish/English desired.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____