



ENVIRONMENTAL PROGRAM INSPECTOR I/II

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position is responsible to conduct inspections related to residential, commercial, and industrial establishments for water/wastewater and environmental quality programs, and in particular, enforcement of National Pollutant Discharge Elimination System (NPDES) and pretreatment – Fats, Oils and Grease (FOG) and to perform related duties.

Classification Characteristics:

Environmental Program Inspector I – This is the entry level class in the Environmental Inspector series. This class is distinguished from the Environmental Inspector II by the performance of the more routine, less complex inspections. This position receives direct supervision from higher level staff and may receive technical and functional supervision from higher level inspectors. This class is typically used as a training class and employees may have only limited inspection experience. Positions in this class are flexibly staffed and may advance to the II level when training and experience is sufficient to perform at the full journey level.

Environmental Program Inspector II – This is the full journey level class in this series. This class is distinguished from the Environmental Program Inspector I by the performance of the full range of duties assigned including independently performing a full range of complex inspections. This position receives general supervision from higher level staff and may exercise technical and functional supervision over lower level inspectors. Employees 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Environmental Program Inspector I level, or when filled from the outside, have prior environmental inspection experience.

Essential Functions:

Inspector I

- Ensures compliance with federal, state, and local laws, regulations and ordinances governing assigned programs for water/wastewater and environmental quality programs related to illicit discharges and connections by conducting onsite inspections of industrial, commercial, and governmental establishments.
- Inspect floor drains, sand traps, settling chambers, clarifiers, neutralizing tanks, grease removal equipment and all other equipment used in control and disposal of industrial and commercial wastes.
- Investigate public complaints regarding NPDES and FOG discharges, spills and illegal discharges, as well as, storm water contamination and sanitary sewer overflows.
- Prepare various technical reports such as inspection reports and maintain accurate records and files related to assigned programs.

- Collects water/wastewater samples to meet federal, state, and local, monitoring requirements.
 - Issue Notices of Correction and/or Violation as appropriate.
 - Identify facilities or properties where a local permit may be appropriate and enforce the provisions of that permit.
 - Assist in storm water management; perform routine inspections of new drainage systems and storm water runoff to assess compliance with federal, state, and local water quality regulations.
 - Operate a computer and related software.
 - Operate and maintain monitoring and sampling equipment.
 - Respond to inquiries and complaints from the public in a courteous manner.
 - Coordinates with other departments to ensure compliance with federal, state, and local regulations.
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- Inspector II
 - In addition to the Inspector I essential functions:
 - Assess lab sample results from sampling events to determine compliance with federal, state, and local water and environmental statutes.
 - Maintain inspection database, which includes records of permits, sampling, and enforcement actions.
 - Assist with preparation and materials for stormwater compliance education/training and public outreach programs.
 - Assist in the development, implementation, and monitoring of agency operations to ensure compliance.
 - Perform a variety of specialized and technical tasks in support of water/wastewater and environmental quality programs with minimal direct supervision.
 - Assist with special projects and coordinating public events.
 - Prepare and present oral reports as directed.
 - Acts for the Environmental Program Coordinator in his/her absence as assigned.

Qualifications:

Knowledge of:

- NPDES and FOG programs and regional water quality and conservation standards.
- Inspection methods and conflict resolution techniques.
- Water/wastewater sample collection procedures and techniques.
- Flow monitoring techniques and theories.
- Occupational hazards and standard safety practices.
- Basic functions of related regulatory agencies and organizations.
- Federal, State, and local storm water, water quality, hazardous waste, and pretreatment laws and regulations.
- Principles and techniques of inspection.
- Appropriate safety precautions and procedures.
- Modern office procedures and equipment including computers.
- Mathematical principles.
- Structural and non-structural stormwater best management practices.

Ability to:

- Organize, prioritize, and conduct first and follow-up inspections independently.
- Prepare clear and concise reports.
- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Education:

Inspector I - Graduation from High School or G.E.D. equivalent.

Inspector II - In addition to Inspector I education, supplemental course work in environmental studies, stormwater, water and/or wastewater technology or a related field from an accredited college or university equivalent to 30 semester units is desirable.

Experience:

Inspector I: One year of experience in code inspections/compliance, industrial waste, environmental compliance, or a related field.

Inspector II: Three years of increasingly responsible experience in code interpretation, water/wastewater and environmental quality inspections, and similar duties related to compliance with federal, state, and local regulations.

Licenses/Certificates:

Inspector I

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of, or ability to obtain within one-year, valid Grade I, California Water Environmental Association (CWEA) Environmental Compliance Inspector is preferred.

Inspector II

- In addition to the Inspector I licenses/certificates:
- Possession of valid Qualified SWPPP Practitioner (QSP) issued by the California State Water Resources Control Board.
- Possession of valid Certified Erosion, Sediment and Storm Water Inspector (CESSWI) preferred.
- Possession of valid Grade II CWEA Environmental Compliance Inspector desirable.

Working Conditions:

Work periodically in an office environment and frequently in a field environment with exposure to dust, noise and inclement weather. Position requires the ability to stand and sit for extended periods; walk, climb, stoop, squat, kneel, bend, lean, turn, twist, reach, grasp, push, and pull on even and uneven surfaces. Lift and carry objects weighing up to 50 pounds. Near and far vision required for performing inspections. May be exposed to grease, oils and noxious odors associated with grease traps. Drive

motorized vehicles and work around moving traffic.