



January 2019
FLSA: Non-Exempt

ENVIRONMENTAL COMPLIANCE INSPECTOR (Formerly Known as Pollution Control Specialist I)

DEFINITION

The Environmental Compliance Inspector position inspects and monitors industrial and commercial users for compliance with Federal, State and local laws, regulations and codes regulating sanitary sewer and stormwater discharges.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Compliance Supervisor.

CLASS CHARACTERISTICS

This is a non-exempt classification in the Environmental Compliance Section. The Environmental Compliance Inspector performs inspection and sampling activities of commercial and industrial users under direction from the Environmental Compliance Supervisor. This classification also investigates and documents complaints of illicit discharges and illicit connections submitted by District staff and the public. The Environmental Compliance Inspector reviews permit applications, laboratory reports, compliance reports and other documents, with Supervisor oversight, to determine compliance with codes and laws regulating sanitary sewer and stormwater discharges. This classification may assist in the preparation of reports and performs other related responsible work as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Visits and inspects local industrial and commercial businesses, including restaurants and auto repair shops, to assess compliance with applicable codes, regulations and laws.
- Prepares reports detailing the findings of these inspections and determining compliance status.
- Collects wastewater samples from industrial and commercial users, as well as from the sanitary and stormwater sewer systems.
- Cleans and maintains all related sampling equipment.
- Reviews permit applications, laboratory reports, compliance reports and other documents, with Supervisor oversight, to determine compliance status of commercial and industrial users.
- Responds to complaints of illicit discharges and illicit connections submitted by District staff and the public.
- Works with property owners, business owners, residents and other agencies to achieve resolution of these complaints.
- Reports the results of activities to the Environmental Compliance Supervisor.
- May assist in the preparation of various reports.
- May perform miscellaneous duties as required.

QUALIFICATIONS

Knowledge of:

- Federal, State and local laws, regulations and codes relating to wastewater and stormwater discharge.
- Commercial and industrial facility site inspection.
- Principles of industrial wastewater pretreatment.
- Wastewater sampling procedures and equipment, chain-of-custody procedures and review of laboratory reports.
- Modern office procedures and computer equipment.

Ability to:

- Understand and follow oral and written instructions.
- Work with others and accept direction.
- Write clear and concise summaries of field activities.
- Operate independently in the field.
- Communicate with irate or difficult people
- Accept constructive criticism from supervisors, co-workers, and subordinate employees

Education and Experience:

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

Completion of college level courses in the physical or biological sciences field equivalent to an AS degree; and sufficient wastewater experience performing tasks similar to those described herein, or field technician and/or laboratory duties to demonstrate the possession of the required knowledge, skills and abilities.

Licenses and Certifications:

Must possess a Grade I or higher Environmental Compliance Inspector certificate issued by the California Water Environment Association at the time of application and employment.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

[LINK to Environmental Compliance Inspector Physical Demands](#)

WORKING CONDITIONS

The Environmental Compliance Inspector reviews laboratory results and prepares reports; these activities require observing or monitoring data to comply with operating and safety standards. Incumbents communicate with industrial users orally, face to face and using a telephone. Data is entered and retrieved by keyboard. The work involves sitting for extended periods of time with the ability to move at will. Field inspection activities occasionally require the incumbent to walk over uneven ground and to climb up and down ladders and stairs. During site inspections an incumbent may use and draw maps, graphs, schematics or blueprints of site layouts and examine reports in order to determine compliance with regulations.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.

ENVIRONMENTAL CONDITIONS

Work may need to be performed in inclement weather.