

# CITY OF SIMI VALLEY

## ENVIRONMENTAL COMPLIANCE INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs inspections, sampling events, audits and surveillance of industrial facilities to ensure compliance with all United States Environmental Protection Agency, regional water quality control board and local pretreatment, stormwater, water conservation, and hazardous material regulations; maintains records of industrial user performance and compliance records; and directs enforcement activities to ensure compliance.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **REPRESENTATIVE DUTIES**

*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.*

1. Inspect industrial and commercial businesses to ensure compliance with applicable codes, ordinances and regulations pertaining to industrial wastewater quality, stormwater, water conservation, and hazardous materials program regulations; determine requirements of discharge permits.
2. Inspect and sample the facilities of wastewater dischargers; inspect records on operations and activities; inspect the size, installation and maintenance of grease and oil interceptors; approve or deny specifications and practices.
3. Install automatic samplers, flow measurement equipment and pH equipment in manholes; ensure adherence to safe work practices.
4. Collect and preserve samples of effluent discharges for testing procedures; prepare sampling paperwork including chain of custodies, labels, laboratory analysis sheet, sample request form and tracking and monitoring forms; assist in performing laboratory tests as assigned.
5. Evaluate industrial user's production, operation and maintenance practices as they relate to wastes discharged to the sewer system.
6. Assess sample results, industrial user's self-monitoring report and permits to determine compliance with federal, state, regional and local pretreatment standards.
7. Investigate complaints regarding wastewater pretreatment, stormwater, water conservation, and hazardous materials/wastes activities; prepare incident reports; analyze data and resolve issues.
8. Provide informational outreach materials to residents and businesses and participate in outreach events.
9. Educate residents and businesses with respect to federal, state and local laws, regulations, and ordinances.

10. Identify violations of pretreatment, stormwater, and hazardous materials activities; issue notices of non-compliance to involved parties.
11. Organize compliance meetings with facilities in non-compliance.
12. Confer with contractors, business owners and the general public on pretreatment, stormwater, water conservation, and hazardous materials activities and regulations; explain and interpret requirements and restrictions.
13. Prepare testing solutions and reagents.
14. Conduct stormwater sampling, stenciling, analysis and flow measurement; distribute literature as needed.
15. Utilize proper safety precautions related to all work performed.
16. Use proper traffic control techniques to provide a safe working environment when working in heavy traffic areas.
17. Maintain physical and electronic files and reports regarding inspection activities and findings.
18. Respond to hazardous waste spills and illegal dumping in accordance with Environmental Health Department regulations.
19. Respond to complaints regarding illicit discharges, odors, hazardous materials, water conservation, Sanitary Sewer Overflows, and Grease Interceptor Overflows, in the public and private sectors.
20. Perform minor repairs and maintenance activities on monitoring equipment and vehicles; test and calibrate sampling equipment; maintain inventory supply of materials, parts and vehicles.
21. Conduct a variety of special studies related to Divisional activities.
22. Attend and participate in meetings; stay abreast of new trends and innovations in the areas of Divisional responsibilities.
23. Perform related duties as required.

### **QUALIFICATIONS**

*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:**

Pretreatment, stormwater management, water conservation, and hazardous materials/waste regulations, standards and ordinances enforced by the City.

Methods and techniques of wastewater effluent quality, stormwater, water conservation, and hazardous material inspection.

Basic principles of chemistry and biology.

Various chemicals and their characteristics, reactions, hazards, containment and storage.

Biological processes and the effect of different waste streams on treatment plant operations and the environment.

Methods and techniques of handling hazardous materials/wastes.

Basic laboratory testing procedures including sampling techniques and chain of custody protocols.

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Modern office procedures, methods and equipment including computer and applicable software applications.

Pertinent federal, state and local laws, codes and regulations.

Safe work practices and basic safety procedures.

English usage, spelling, punctuation, and grammar.

**Ability to:**

Interpret, explain, and apply federal, state, regional and local pretreatment, stormwater, water conservation, and hazardous material/waste standards, rules and regulations.

Read and interpret blueprints and drawings.

Perform plan check and Certificate of Occupancy inspections.

Determine if wastewater systems conform to City requirements.

Apply technical knowledge and follow proper inspection techniques to examine wastewater pretreatment facilities.

Adapt to changing technologies and learn functionality of new equipment and systems.

Enforce necessary regulations with firmness and tact.

Install automatic samplers, flow equipment, pH equipment, and air monitoring equipment.

Respond to complaints regarding illicit discharges, odors, and hazardous materials in the public and private sectors.

Handle a diverse set of customer comments, inquiries, and complaints in a polite and professional manner.

Deal with a variety of interpersonal styles and personalities in an appropriate and diplomatic manner.

Understand and follow oral and written instructions.

Operate office equipment including computers and supporting software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *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:*

**Education/Training:**

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

**Experience:**

Two years of increasingly responsible environmental inspection, sampling, and enforcement experience including some experience with industrial wastewater pretreatment programs.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a Grade I Environmental Compliance Inspector certificate.

Possession of a Grade II Environmental Compliance Inspector certificate is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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.*

**Environment:** Field and office environment; travel from site to site; work with water; exposure to waste and infectious materials, toxic materials, fumes, gases, smoke and potentially hazardous chemicals.

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**Physical:** Essential and marginal functions require maintaining physical condition necessary for sitting, standing, bending and walking for prolonged periods of time; moderate to heavy lifting; and operating motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to conduct inspections and read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: August 2003  
*Johnson & Associates*

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