

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ENVIRONMENTAL COMPLIANCE LEAD INSPECTOR

DATE: 7/1/2022

JOB CODE: 21825

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

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.

DUTIES SUMMARY

Under general supervision, to lead, guide, train, instruct, correct, and participate in/perform fully the work of assigned staff in inspecting and monitoring industrial, commercial, institutional, and governmental establishments to ensure that waste discharge is in compliance with Federal, State, and Local discharge requirements, and within the Water Reclamation Plant (WRP) treatment and processing capacity; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Environmental Compliance Lead Inspector is the advanced/working lead level class in the Environmental Control series. Supervision is received from the Environmental Control Officer. Incumbents routinely assign specific tasks to subordinate staff and perform the more complex tasks and duties associated with field inspection and monitoring activities. In the course of duties, incumbents are expected to increasingly develop a breadth and depth of knowledge and skill that leads to full proficiency in all required aspects including the following areas: increasingly difficult inspections of facilities, investigative field monitoring, permit development, and advanced enforcement action proposals. As knowledge and skill is gained through on the job experience, certifications and satisfactory proficiency demonstrated, incumbents in this class may reasonably expect to be placed on an eligibility list for Environmental Control Officer.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff, and representatives of various regulatory agencies encountered throughout the performance of job duties;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Participate in, oversee, lead, direct, train, guide, check, monitor, inspect assign, and report on (collectively referred to as "lead") the work of assigned staff;
- Assist the Environmental Control Officer with preparation of performance evaluations;

- Assist in the training, scheduling, and safety of assigned staff;
- Plan and direct the inspection and monitoring of Significant Industrial Users and Categorical Users, inspection and monitoring of Brine generators;
- Ensure assigned staff adherence to Department policies and procedures;
- Establish and maintain effective working relationships with not only the Environmental Control Section but other sections of the WRP, SBMWD, City Departments, surrounding cities, County Departments, and others encountered in the course of work;
- Apply knowledge of general characteristics of industrial wastewater and pretreatment methods;
- Conduct and assist in conducting on-site inspection and monitoring of industrial, commercial, private, institutional, and governmental establishments;
- Inspect pretreatment equipment used in the control and disposal of industrial waste;
- Perform field tests to measure volume, content, temperature, pH, conductivity, and hydrogen sulfide of industrial wastewater discharged into sewer laterals, sub-mains, and lift stations;
- Maintain and perform required calibration of monitoring equipment;
- Monitor brine and septic disposal at the WRP;
- Provide pretreatment regulation information to the public;
- Assist the public with the development of commercial and industrial construction projects to ensure compliance with pretreatment regulations;
- Review permit applications and develop permits for industrial users and liquid waste haulers;
- Develop enforcement action proposals including Compliance Orders issued to industrial users and liquid waste haulers;
- Use appropriate CAL-OSHA required safety equipment and adhere to all Department safety standards and procedures;
- Operate Department vehicles in a safe manner at all times;
- Communicate clearly and concisely, orally and in writing;
- Prepare monthly, quarterly, semi-annual, and annual reports as required by the Environmental Control Officer, Department, or various regulatory agencies;
- Maintain all required records of inspection and monitoring activities;
- Compile information for a variety of narrative and statistical reports;
- Coordinate the requisitioning of supplies and parts;
- Ensure vehicle assigned to Environmental Control are routinely inspected by staff for proper maintenance and safety;
- Act in the absence of the Environmental Control Officer;
- Perform related work as required or directed by supervisors.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Advanced inspections practices;
- Advanced wastewater pretreatment and flow methods;
- Principles of supervision, leadership methods, and problem solving skills;
- Safety rules, codes, and regulations;
- Personal computer and application software used as applicable to data entry, word processing, and e-mail operation;
- Intermediate college level biology, chemistry, mathematics, and basic statistics;
- Principles of public relations;
- Applicable federal, state, county, and city regulations and requirements.

Ability To:

- Oversee, lead direct, train, guide, check, monitor, inspect, assign, and report on the work of assigned Environmental Control staff;
- Read, analyze, and interpret Environmental Control regulations as related to field inspections and monitoring;
- Evaluate possible compliance proposals, make sound recommendations, and review operation of basic pretreatment equipment;
- Analyze emergency situations accurately and take effective action;
- Enforce regulations with tact, diplomacy, and firmness;
- Establish and maintain effective working relationships with other division sections as well as other Department employees and the public;
- Understand and complete oral and written instructions;
- Communicate clearly and concisely, orally and in writing;
- Prepare reports and maintain required records;
- Maintain clear, concise, and accurate records;
- Develop accurate mathematical and statistical computations;
- Analyze the results of laboratory reports;
- Observe standard safety procedures in the work environment;

- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Completion of a minimum of two (2) years (60 semester units) of college coursework including classes in Chemistry, Biology, Environmental Sciences, or closely related fields. Additional qualifying experience may substitute for the required education on a year-for-year basis.

And

Experience: Two (2) years of experience conducting industrial pretreatment inspections, building inspection, code compliance inspection, fire inspection, hazardous materials inspection, county health inspection, or related state or federal inspection;

And

Certificates: Possession of a valid Grade One (1) Environmental Compliance Inspector certificate issued by the California Water Environment Association (CWEA) is required at the time of application.

A Grade Two (2) Environmental Compliance Inspector Certificate issued by the California Water Environment Association (CWEA) is required within 18 months of appointment.

And

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid Driver's License is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational condition.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease.

Incumbents require sufficient mobility to work in a variety of environmental and weather conditions, transport materials and supplies weighing up to 100 pounds, work in man-lift 30 to 60 feet, and work to heights of 150 feet. Must be able to work under moderate to high stress conditions. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Environmental Compliance Lead Inspector

To: Environmental Control Officer

Job Description:

BOWC Approved:

Rev:

3/17/1981

8/6/1991

4/4/2006

9/15/2015

2/12/2019

Rev. w/title chg from EC Tech

6/28/2022

Testing Standards: App Review/Supp App Review