CITY OF SANTA CRUZ
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR

Reports to	Laboratory/Environmental Compliance Manager
Supervises	Environmental Compliance Inspectors
Bargaining Unit	Supervisory

BASIC FUNCTION

Under direction, coordinates and implements of the Wastewater Pretreatment program and related activities associated with non-point source water, waste minimization and pollution prevention, and residential and commercial education and inspection programs; provides supervision and work direction to Environmental Compliance Inspectors; performs expert inspections on industrial, commercial, and residential discharges to the City's sewage and storm drain system.

DISTINGUISHING CHARACTERISTICS

The Senior Environmental Compliance Inspector supervises and provides work direction for assigned staff and assumes the primary enforcement role related to environmental compliance for wastewater and stormwater discharges. An Environmental Compliance Inspector Grade III certification is required within eighteen months of appointment.

This classification is distinguished from the next lower classification of Environmental Compliance Inspector in that the latter classification conducts inspections on discharges in an assigned section of the sewage and storm drain system and performs enforcement action reviews relating to the specifically assigned area of responsibility.

This classification is distinguished from the next higher classification of Laboratory/Environmental Compliance Manager in that the latter classification is responsible for managing the Laboratory and the Environmental Compliance sections and programs.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

- Drafts and recommends operational modifications to the Enforcement Response Plan (ERP); ensures consistency in enforcement actions and the integrity of the ERP.
- Investigates potential groundwater discharge issues to the Wastewater Treatment Facility (WWTF); prepares associated permit documents for approval of Compliance Manager.
- Provides field expertise in inspection of non-point sources and discharges, sampling of storm and sewer water, and field measurements of sewer and flows.
- Prepares or assists in preparing and submitting special correspondence, reports, and memoranda of environmental water control compliance reports to City management,

federal, state, and/or local regulatory agencies; prepares bi-weekly compliance reports.

- Assists in the preparation and running of compliance meetings; reviews compliance meeting schedules and ensures that deadlines are being met.
- Supervises, directs, trains and evaluates assigned personnel in the safe and efficient performance of their duties.
- Stays abreast of and identifies changes in regulations and recommends new or revised policies and/or procedures to ensure compliance; assists with review and development of Local Discharge Limits and more complex regulatory issues.
- Reviews, develops, recommends for approval, implements, and evaluates new environmental waters sampling and/or field analytical methods and procedures.
- Reviews and develops plans, audits, and time schedules for dischargers to achieve compliance with wastewater and storm water regulations.
- Investigates reports of illegal discharges and/or dumping of toxic substances into sewers and storm drains.
- Responds to emergencies involving environmental compliance violations; assists managers in coordinating actions to remedy the situation.
- Makes oral presentations to groups and individuals; explains goals of pretreatment program to others.
- Assists and coordinates with other city departments the implementation and on-going compliance of the Non-Point Sources Programs.
- Assists in development and monitoring of section budget; prepares cost estimates for budget recommendations.
- May provide depositions, attend settlement hearings, or act as a witness in court appearances.
- May represent the City during periodic State and Federal inspections of the laboratory and pretreatment programs and at meetings with commercial dischargers regarding pre-treatment issues.
- May perform any or all duties of the Environmental Compliance inspector classification.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, and walking on unlevel and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far, and color vision when performing tasks such as collecting and analyzing samples, in reading work-related documents and using a computer. Acute hearing is required when providing phone and in-person service. The ability to lift, carry, and push equipment, tools, and supplies weighing up to 40 pounds is also required. Additionally, when collecting samples and working in the laboratory, the incumbent may be exposed to biohazards and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, heat, and cold. The use of cleaning and laboratory chemicals may expose the incumbent to fumes, dust, and contaminants. The nature of the work also requires the incumbent to climb ladders and to operate motor-powered boats

and off-road vehicles when collecting samples, to go to remote and isolated areas, drive on rough and unpaved roads in varying weather conditions, to collect samples, and enter customers' homes to collect samples in the investigation of environmental water complaints.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Modern principles and practices of chemistry, biology, or geology as applied to wastewater or storm water pollution prevention and Environmental Compliance.
- Database applications used to review data collection, handling, and reporting in order to fulfill regulatory requirements.
- Basic proficiency in Microsoft productivity software used to prepare correspondence, spreadsheets, and reports.
- Non-point source problems and methods of detection and effects of such problems on collection systems and receiving waters.
- Biological treatment processes for storm water and wastewater.
- Procedures, materials, and equipment used in the performance of standard chemical and bacteriological tests.
- Wastewater sampling techniques and flow measurement techniques.
- Proper use of laboratory equipment.
- Methods and procedures to monitor compliance with regulations, codes, and laws.
- Regulatory procedures from the standpoint of a local, regional, state, or national agency.
- Procedures associated with hazardous materials clean-up.

Abilities:

- Comprehend and interpret complex industrial waste pretreatment regulations and communicate such information in a clear, comprehensive manner, both verbally and in writing.
- Establish and maintain effective working relationships with industrial and commercial businesses, city staff and regulatory personnel.
- Understand questions and complaints raised by the public and provide satisfactory responses.
- Work in, with, and around wastewater and hazardous substances.
- Work in the immediate vicinity of laboratory chemicals and reactive agents used to analyze suspected environmental samples.
- Travel to sites within the City to conduct inspections of discharges of suspected hazardous materials; perform work in the field, lift and carry sampling equipment, and perform flow metering studies; wear and use personal protective clothing and equipment.

- Educate industries on matters of wastewater discharges and the dispositions of Environmental Compliance.
- Organize and keep accurate records of events, and make reports of work performed.
- Interpret and explain Department policies and procedures.
- Prepare clear and concise technical and administrative reports.
- Supervise, plan, assign, and review the work of assigned staff.
- Effectively train others in technical procedures, techniques and skills.

OTHER REQUIREMENTS

- Willingness to work hours other than the established shift in order to collect samples, inspect commercial and industrial discharges, or respond to emergencies.
- Willingness to enter confined spaces.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree in chemistry, biology, microbiology, environmental science, or related field of study, and
- Three years of increasingly responsible experience in an environmental compliance program with a regulatory agency and
- Some experience conducting physical, inorganic, and organic chemical, biochemical, microbiological, and bacteriological tests related to the analysis of water or wastewater and
- Some supervisory or lead experience in an environmental program.
    - Successful completion of City of Santa Cruz's Supervisory Training (2008 or later) program is accepted in lieu of the supervisory experience.

LICENSES/CERTIFICATES

- Possession of and ability to maintain a valid California driver's license and a safe driving record.
- Must obtain certification by the California Water Environment Association as an Environmental Compliance Inspector Grade III within eighteen months of date of appointment.

DESIRABLE QUALIFICATIONS

- Certification by the California Water Environment Association as an Environmental Compliance Inspector Grade III or above.

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Career Ladder

- Laboratory/Environmental Compliance Manager
- *Sr. Environmental Compliance Inspector*
- Environmental Compliance Inspector