CITY OF SANTA CRUZ
ENVIRONMENTAL COMPLIANCE INSPECTOR

Reports to: **Wastewater Laboratory/Pre-Treatment Manager**
Supervises: **Non-supervisory**
Bargaining Unit: **Service**

BASIC FUNCTION

Under general supervision, maintains program oversight for designated section of the wastewater treatment facility's discharge area and trunklines; performs technical tasks of variable complexity within the city to ensure compliance with Federal, State and local pretreatment standards and requirements.

TYPICAL DUTIES *(May include, but are not limited to the following)*:

- Plans the City's industrial monitoring program in accordance with federal guidelines by scheduling regular and random inspections, performing sampling from trunklines, commercial and industrial dischargers into the sewer lines of the City, and determining location and frequency of sampling activities.
- Installs automatic sampling apparatus and flow measurement equipment in manholes using safety equipment as required; collects grab samples of effluent discharges; preserves collected samples, as needed.
- Performs field tests for conductivity, discharge color, turbidity, Ph; temperature to ensure the integrity of collect system and headworks personnel and equipment.
- Arranges for analysis of samples from industrial processes and effluents by coordination with the City laboratory and/or contracting commercial laboratories, transporting samples and determining analyses to be performed
- Inspects new industrial and commercial businesses to determine if wastewater discharge permits are required.
- Inspects the physical plant and records of wastewater discharge permit holders on regular and random basis; inspects and approves the proper installation and maintenance of grease, sand, and oil interceptors.
- Distributes wastewater discharge permit applications; monitors the collection of permit fees; evaluates permit applications; and makes recommendations to supervisor concerning permit conditions and self-monitoring requirements.
- Evaluates monitoring data to identify violations; makes recommendations to supervisor concerning noncompliance; issues notices of noncompliance.
- Investigates and prepares incident reports on complaints received from governmental agencies or the public; takes appropriate follow-up actions including issuing citations for ordinance violations.

- Maintains comprehensive records and reports of sampling and monitoring programs, applications, permits, and citations.
- Prepares correspondence to industrial and commercial firms notifying them of industry standards, program results, compliance or violation, and inspection schedules.
- Prepares chemical analysis in the wastewater treatment laboratory.
- Maintains supply inventories; requisitions and orders needed materials, parts and equipment; maintains supply and budgetary records.
- Tests, calibrates, and maintains sampling and testing equipment.
- Acts as liaison with local commercial and industrial business representatives, State and County inspectors, and the general public on industrial waste inspection matters.
- Contributes to the program's annual and quarterly pretreatment reports for submittal to appropriate regulatory agencies.
- Assists in revision or modification of policies and the City Municipal Code regarding water pollution control, as required.

MINIMUM QUALIFICATIONS

Knowledge and Ability

Working Knowledge of:

- the basic principles and terminology of chemistry, biology and/or biochemistry.
- the procedures, materials and equipment used in the performance of standard chemical and bacteriological tests.

Demonstrated Ability to:

- comprehend and interpret complex industrial waste pretreatment regulations and to communicate such information in a clear, comprehensive manner, both verbally and in writing.
- establish and maintain harmonious working relationships with industrial and commercial businesses.
- understand questions and complaints raised by the general public and to provide satisfactory responses.
- lift and move heavy objects such as manhole covers and to work with toxic materials with no negative impact on personal health (as determined by a pre-employment physical).
- prepare and maintain accurate statistical records and reports.
- plan and implement long-range programs and goals.
- determine appropriate safety procedures to be used in a given situation.

Other Requirements:

- willingness to enter confined spaces and hazardous environments.
- willingness to work hours other than the established shift in order to collect samples or inspect commercial and industrial discharges.

- Basic proficiency in Microsoft productivity software, including MS Word and EXCEL with proficiency or ability to learn Access and Powerpoint.

Education and Experience

Any combination of education and experience that provides the knowledge and abilities required is qualifying. A typical way to obtain these qualifications would be:

- A Bachelor's degree in an environmental science or related field of study, or
- Completion of two years of college courses in chemistry, biology, or biochemistry, or other environmental management curriculum, and one or more years of experience as a full-time laboratory assistant or two years experience in a wastewater field such as operations or laboratory.

Licenses

- Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Knowledge of secondary wastewater treatment processes.
- Possession of CWEA voluntary certification as Industrial Waste Inspector or Grade I

Classification No:	143
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