

JOB DESCRIPTION
Senior Source Control Inspector
Code Number: 48004

GENERAL PURPOSE

Under direction, inspects wastewater processes to ensure users are in compliance with the District's Source Control Program; evaluates sources for their impact on wastewater treatment facilities; develops, implements and maintains program documentation and databases; leads special projects as assigned to meet Source Control's mission; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the lead or advanced journey-level class in the source control inspection series. In the lead assignments, incumbents provide direction to lower level staff including assigning, directing, and reviewing the work of staff. In the advanced-journey assignment, incumbents perform the more complex assignments in the division, requiring greater knowledge of department responsibilities and programs gained through experience and/or training and education. Incumbents may also be given responsibility for developing and implementing special projects or programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Inspects and monitors commercial and industrial businesses, including the most complex dischargers, to ensure compliance with District and regulatory requirements regarding composition and quantity of discharges into the wastewater collection system; prepares court-admissible documentation of all inspection activities.

Consults with wastewater reclamation facility personnel concerning impacts of commercial and industrial discharges on the operating efficiencies, operating costs and discharge compliance of wastewater reclamation facilities.

Coordinates various elements of the Source Control Program; recommends the adoption of policies and ordinance provisions.

Checks plans, specifications and documentation of new businesses, including the most complex, for conformance with District regulations and standards and federal pretreatment requirements; communicates requirements for pretreatment and

monitoring equipment to businesses and performs onsite inspections to ensure compliance with approved plans for pretreatment systems and monitoring stations.

Coordinates District programs with other public agencies that discharge into EMWD's wastewater collection system.

Evaluates waste discharge application documentation, prepares Permit Fact Sheets, including the most complex containing effluent limitations, monitoring requirements, reporting requirements and special conditions, and recommends proper control mechanisms; revises control mechanisms as needed to comply with changes in federal, state and local regulations.

Schedules and coordinates activities with customers and other District personnel.

Updates, manipulates and maintains databases, providing synthesis of available information.

Plans, organizes and coordinates various special projects on sewer collection systems and other operational issues, including researching, analyzing, technical report writing and data management tasks such as flow monitoring studies, industrial pollution prevention, residential source control, local limits studies, and sampling quality assurance and quality control.

Represents the District's interest at workshops and seminars and to committees and outside organizations.

Provides training for other inspectors and District staff.

May lead the work of others as a project leader.

May provide flow monitoring project services to other District departments.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Manufacturing processes as sources of industrial waste and their effects on wastewater treatment processes; local, state and federal laws and regulations pertaining to the work; categorical pretreatment standards; pretreatment systems and processes; wastewater treatment processes; safety regulations, safe work practices and safety equipment related to the work; codes, regulations and guidelines pertaining to the work; computer applications related to the work; monitoring equipment, sample collection and quality control and field testing equipment and procedures.

Ability to:

Read and interpret plumbing blueprints, drawings, specifications and technical manuals; prepare clear and concise records, reports, correspondence and other written materials; communicate ideas clearly and concisely both orally and in writing; follow and apply written and oral work instructions; make sound independent judgments within established guidelines; establish and maintain effective working relationships with those encountered in the course of the work; train others in work processes and procedures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation an accredited college or university with a bachelor's degree in chemistry, environmental science, engineering or a closely related field; and three years of progressively responsible experience in source control or industrial waste inspection; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

A CWEA Environmental Compliance Inspector Certificate, Grade III, is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; and walk or sit. Employees must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and

documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials, other District staff, and customers who may be upset or dissatisfied.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

FLSA DETERMINATION: Non-exempt.