GENERAL PURPOSE

Under direction, inspects pretreatment processes to ensure users are in compliance with the District’s Environmental Compliance Source Control programs; inspects customer facilities to ensure compliance with District ordinances and regulations regarding the use of reclaimed water; develops, implements and maintains Source Control program documentation and databases; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Source Control Inspector I is the entry-level class. Initially under immediate supervision, incumbents learn and perform a variety of duties involving the inspection of industrial waste pretreatment processes, and other wastewater-related equipment and facilities to ensure compliance with District requirements and regulations. As experience is gained, duties become more diversified and are performed under direction. This class is alternately staffed with Source Control Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level.

Source Control Inspector II is the experienced/journey level in the series, fully competent to independently perform duties. This class is distinguished from the Source Control Inspector I by the level of experience and skill required to perform the full range of inspection and monitoring duties.

Source Control Inspector II is further distinguished from Senior Source Control Inspector in that the latter serves as either a lead or advanced-journey level in the series.

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 a wide variety of commercial and industrial businesses to include
facilities not routinely inspected, to evaluate for potential oversight issues, ensuring 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.

Schedules and prioritizes workload, sets compliance deadlines and determines appropriate sampling procedure.

Checks plans, specifications and documentation of new businesses for conformance with District regulations and standards and federal pretreatment requirements; communicates requirements for pretreatment and monitoring equipment to the businesses and performs onsite inspections to ensure compliance with approved plans for pretreatment systems and monitoring stations.

Writes and makes revision to permits; prepares Permit Fact Sheets, effluent limitations, monitoring requirements, reporting requirements and special conditions.

Evaluates waste discharge application documentation; recommends proper control mechanisms; revises control mechanisms as needed to comply with changes in federal, state and local regulations.

Performs onsite inspections to ensure compliance with approved plans for treatment systems and monitoring stations.

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

Assists in providing flow monitoring project services to other District departments.

Organizes and carries out a program of sampling of each collector system for possible sources of pollutants; coordinates with District laboratory personnel regarding necessary analyses to carry out the sampling program.

Investigates complaints regarding the use of reclaimed water and enforces compliance with relevant ordinances and regulations.

Regulates the discharge of storm-water to sewer.

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.
Researches, assembles, integrates and analyzes information pertaining to various pretreatment and compliance issues; prepares comprehensive technical and policy-oriented reports.

Designs, develops, recommends and coordinates various elements of the Source Control Program; recommends the adoption of policies and ordinance provisions.

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

Schedules and coordinates activities with customers and other District personnel.

Represents the interests of the District at workshops, seminars, committees and outside organizations.

Provides training for other inspectors and District staff.

May lead the work of others as a project leader.

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 preservation, sample handling, Chain of Custody, 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; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; make sound independent judgments within established guidelines.
Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor’s degree in chemistry, environmental science, engineering or a closely related field; or an equivalent combination of training or experience.

Source Control Inspector I may be considered for advancement to the II level after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, Source Control Inspector I is expected to be capable of meeting the proficiency criteria within a 12 month period, depending on an individual’s prior experience and progression in performing the full range of duties as described in the establish performance criteria.

Licenses; Certificates; Special Requirements

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

Environmental Compliance Inspector I – A CWEA Environmental Compliance Inspector Certificate, Grade I, is desirable.

Environmental Compliance Inspector II – A CWEA Environmental Compliance Inspector Certificate, Grade II, 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, 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.
FLEX REQUIREMENTS
Source Control Inspector I (Flex)
Source Control Inspector II

LENGTH OF TIME REQUIRED

A Source Control Inspector I may advance or “flex” to the Source Control Inspector II class after 12 months of experience in the Source Control Inspector I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Source Control Inspector I must also demonstrate proficiency to perform the full range of duties as described in the Source Control Inspector I /II job description. This includes demonstrating proficiency in the following areas: conducting flow monitoring; collecting samples of industrial/commercial discharges and sewage using grab, time weighted composite, and flow weighted composite methods; reviewing and processing new businesses and tenant improvements from initial application through issuance of an appropriate control mechanism; and inspecting for, documenting, and returning users to compliance with Ordinance Nos. 59, 68, and 69.

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