

California Water Environment Association | Technical Certification Program

ESSENTIAL DUTIES

Environmental Compliance Inspector Grade I

1. Learns appropriate sampling locations and procedures; collects representative samples in accordance with the District's quality assurance program of wastewater and water from industrial, commercial, residential, and institutional sources, various interceptors, and storm sewers; completes appropriate documentation, including chain of custody documentations; and performs field tests or laboratory tests on samples collected.
2. Observes and records field conditions, flow meter reading and field test results.
3. Cleans, inspects, maintains and repairs sampling, flow meters, and test equipment.
4. Assists in the inspection of pretreatment facilities and processes of industrial and commercial establishments for compliance with wastewater discharge ordinance and permit conditions.
5. Assists in the inspection of industrial and commercial businesses for compliance with urban runoff and pollution prevention requirements.
6. Assists in call-outs and the investigation and tracing of the sources of illegal waste discharges entering the District's wastewater collection system.
7. Collects information for assessing fees from industrial and commercial establishments and checks for the presence of grease traps and interceptors.
8. Provides input and assistance in the preparation of a variety of manual and computerized written, oral, tabular, and graphic reports; updates filed inspection records; and tabulates, calculates, and computes data and prepares data for sewer service charges.
9. Supports customer service activities; responds to questions of a limited variety and scope after receiving specific instruction; refers inquiries to appropriate level; interacts cooperatively with internal and external customers and provides feedback to appropriate staff.
10. Learns and keeps current on pertinent information and developments in environmental compliance functional areas; assists in the implementation of state, federal, or local requirements to support appropriate programs.
11. Learns and observes proper safety precautions, rules, regulations, and practices; learns to maintain equipment, materials, and worksite in proper and safe condition in accordance with policies and procedures.

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ESSENTIAL DUTIES

Environmental Compliance Inspector Grade II

1. Inspects a variety of pretreatment systems, facilities, and processes of industrial, commercial, residential, and institutional establishments for compliance with federal, state, and local regulations and permit conditions related to pretreatment, urban, runoff, and pollution prevention requirements.
2. Reviews and evaluates all but the most complex permit applications, discharge reports, facility modifications, and pretreatment systems; issues permits following established practices, policies, procedures, internal guidelines, and models; and performs calculations related to industrial discharge permitting, including calculation of production-based and alternative limits.
3. Initiates appropriate enforcement action after identifying noncompliance with district, state or federal requirements; prepares and issues written notices of requirement and violations of regulations; researches compliance history of facilities; participates in enforcement hearings; and monitors flow-up action.
4. Evaluates local and federal compliance monitoring reports, such as solvent and spill management plans, pollution prevention plans, baseline monitoring reports, 90-day reports, periodic reports of continued compliance, and self-monitoring plans and sample results.
5. Determines sampling locations and methods; collects representative sample of wastewater and water from industrial, commercial, residential, and institutional sources, various interceptors, and storm sewers; uses appropriate containers and preservation methods; perform field or laboratory tests on samples collected; observes and records field conditions, flow meter readings, field test results, and other data relevant to sampling conditions and completes documentation.
6. Investigates and traced sources of illegal waste discharges entering the wastewater collection system; responds to and coordinates call-outs; provides technical assistance and guidance; and observes, monitors, and evaluates conditions and initiates appropriate responses.
7. Prepares manual and computerized written, oral tabular and graphic reports and summarizes requirements and regulations.
8. Explains environment compliance regulations, requirements, and policies to business owners and operators, other government agency staff and the general public.
9. Plans and participates in pollution-prevention program projects, including commercial business regulation, development of best management practices and public outreach.
10. Evaluates dischargers' activities and prepares data for sewer service charges and capacity fees; researches tenant occupancy uses, sewer service charge bills and classification; estimates landscape allowances and discharge volumes; determines and verifies wastewater strength classifications; verifies sewer service and/or capacity charges and information; reviews and

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analyzes information for sewer service refunds, makes recommendations and provides the supervisory and/or manager with documentation; and responds to customer inquires concerning sewer service charges and capacity fees.

11. Responds to and initiates contact with customers; provides detailed information on a variety of topics in a clear, succinct manner using the appropriate approach and response for the situation; shares technical and/or specialized information with appropriate staff, industrial users, and other public agencies; and provides feedback, observations, and analysis to appropriate staff.
12. Researches and keeps current on pertinent information and development in environmental compliance functional areas; evaluates and implements state, federal or local requirements as necessary to maintain approved pretreatment programs (i.e., pollution prevention, urban runoff).
13. Observes proper safety precautions, rules, regulations and practices.

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ESSENTIAL DUTIES

Environmental Compliance Inspector Grade III

1. Reviews and evaluates highly complex permit applications, discharge reports, facility modifications, and pretreatment systems; issues permits following established practices, policies, procedures, internal guidelines, and models; establishes models and procedures when appropriate; reports findings to appropriate authority; researches compliance history of facility; assesses possible effect of the proposed discharge on the treatment plant and collection system; and initiates appropriate follow-up activities.
2. Explains wastewater discharge permit conditions, and other environmental compliance regulations, requirements, and policies to business owners and operators, the general public and to other government agency staff.
3. Evaluates local and federal compliance monitoring reports, such as solvent and spill management plans, baseline monitoring reports, 90-day reports, periodic reports of continued compliance, pollution-prevention plans and self-monitoring plans.
4. Supervises sampling and inspection of commercial and industrial facilities and discharges to determine processes generating wastewater; evaluates data used in determining compliance with applicable standards and in establishing sewer service charges and capacity fees.
5. Organizes, plans, supervises, and reviews the activities and work of subordinate staff.
6. Participates in employee selection; evaluates employee performance; develops and participates in employee development and training programs; develops and oversees division performance standards and resolves employee relations matters.
7. Supervises record keeping activities and participates in the preparation of a variety of periodic and special reports, including monthly operation reports; and advises management of significant data or information related to the work of the division.
8. Assists in the administration of a division's safety program; performs field inspections for safety conformance; and conducts investigations of accidents/injuries.
9. Provides instruction and training to environmental compliance inspectors in the techniques of sampling and inspection; the application of laws, codes, ordinances and procedures governing implementation, and enforcement of pretreatment regulations and other activities.
10. Supervises investigations and the enforcement activities related to illegal discharges to sanitary sewer systems.
11. Initiates appropriate enforcement action after identifying noncompliance with district, state, and federal requirements; prepares and issues written notices of requirements and violations of district

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regulations, facilitates and participates in enforcement hearings and monitors follow-up action.

12. Performs special studies requiring technical expertise and project-management skills, such as local limits, sampling and inspection program review, impact of discharge, regulations review, water reclamation, commercial business regulations, development of best-management practices, and public outreach projects.
13. Performs calculations required to complete the annual sewer-service charge, revenue, and compliance programs; performs calculations related to industrial discharge permitting, including calculation of production-based and alternative discharge limits, and capacity fees.
14. Inspects a variety of pretreatment systems, facilities and processes of industrial, commercial, residential, and institutional establishments for compliance with federal, state, and local regulations related to pretreatment, urban runoff, and pollution prevention; verifies customer classification; and collects data used in evaluating compliance with applicable standards and in establishing sewer service-charges.
15. Investigates and traces the source of illegal waste discharges entering the district collection system; responds to and coordinates call-outs; provides technical assistance and guidance; observes, monitors, and evaluates conditions and initiates appropriate responses.
16. Determines appropriate sampling methods and locations and performs field work as required.
17. Works with industries to identify and resolve discharge problems or serious violations of applicable permits, ordinances, and regulations; identifies noncompliance and initiates appropriate responses consistent with policies, procedures, practices, guidelines, and models.
18. Conducts on the job training of staff, and provides instruction, guidance, and training to inspectors in the techniques of sampling, inspecting, and discharge permitting.
19. Responds to and initiates oral and written contact with customers; provides detailed information on a variety of complex topics in a clear, succinct manner using the appropriate approach and response for the situation; provides internal and inter-agency coordination based on information from the field and analyzes and makes recommendations on additional actions; shares technical and/or specialized information with district staff.
20. Prepares appropriate enforcement action and notices for violations and monitors follow-up action.
21. Represents the district in meetings of regional task forces, committees and work groups.

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ESSENTIAL DUTIES

Industrial Waste Inspection/Environmental Compliance Grade IV

1. Establishes organizational controls to measure performance against approved objectives and ensures proper implementation of divisional goals and objectives.
2. Plans, organizes, directs, and reviews the work of environmental compliance inspectors, technical, and office support staff, providing technical services to users with non-domestic waste and groundwater discharges; reviews and approves waste discharge plans; meets with users to ensure compliance with waste discharge ordinances and state and federal requirements; performs special studies and prepares reports on industrial waste and other discharges and manages enforcement actions.
3. Recommends methods to control all wastewater entering the collection system.
4. Administers the division's safety program; performs field inspections for safety conformance and directs investigations of injuries.
5. Monitors economic, environmental, political, social, and business developments which have a bearing on a district's program and services.
6. Interprets management policies to staff and ensures compliance with management and administrative policies and procedures.
7. Plans, develops, and participates in a variety of ongoing training programs related to the work.
8. Manages the overall implementation of new programs which are required by regulations to protect or improve water quality by controlling sources of water.
9. Directs the activities of division supervisors.
10. Coordinates activities with other divisions in a district and with other agencies and organizations outside a district.
11. Directs and participates in the selection, training, review, and evaluation of division staff; encourages professional growth; and investigates employee relations problems and implements or recommends corrective actions.
12. Represents a district in meetings with governmental and regulatory agencies, technical committees, private firms, professional and community groups, and the public; confers with district staff regarding division activities; provides information and technical advice to district staff, local cities, other utilities, regulatory agencies, planning agencies and consultants.
13. Directs record keeping activities and preparation of variety of periodic and special reports; advises directors of significant data and other information related to the work of the division.

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14. Develops and administers the annual budget and monitors monthly expenditures.
15. Reviews the work of consultants and administers various professional contracts.
16. Monitors developments in the field of environmental compliance and recommends and initiates improved work methods and procedures.