

ENCINA WASTEWATER AUTHORITY (EWA)

DATE: August 2022 (revised)
POSITION TITLE: Source Control Inspector I
DEPARTMENT: Environmental Compliance
SECTION : Source Control
REPORTS TO: Source Control Manager
FLSA STATUS: Nonexempt

POSITION SUMMARY:

Under general supervision and direction of the Source Control Manager, supports the Environmental Protection Agency (EPA) certified pretreatment program (40 CFR Part 403) to perform a variety of professional inspection, investigation, analytical, and reporting duties to protect human health, the collection system, Publicly Owned Treatment Work (POTW), and Waters of the United States from toxic discharges. Monitors and tracks EPA Categorical Industrial Users (CIUs), Significant Industrial Users (SIUs), Non-significant Industrial Users (NSIUs), and Best Management Practice businesses (BMPs) for compliance with EWA's discharge permit regulations, the EWA Pretreatment Ordinance and Enforcement Response Plan, and EPA guidelines.

This is the professional entry-level classification in the Source Control Inspector classification series responsible for performing the full range of professional inspection duties including, but not limited to some complex facilities and diverse assignments. Incumbents are expected to work independently with some oversight and exercise professional level judgment and initiative. Positions at this level receive some instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. As experience is gained, assignments become more varied and are performed with greater independence.

SUPERVISORY DIMENSIONS:

None.

EXAMPLES OF ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Conduct routine and compliance inspections of some complex industrial and commercial facilities to determine compliance with federal, state, and local regulations; identify federally and locally regulated industrial processes; assist with preliminary designation of industrial class and categorical classification; identify pretreatment systems, sample locations, monitoring frequencies, and sample methods; assess slug discharge potential and evaluate site BMPs.

- Review and understand the Code of Federal Requirements (CFR) and Development Documents pertaining to pretreatment; review wastewater discharge permit applications and other submittals from industrial/commercial users; write and review technical documents including, inspection reports and fact sheets; draft enforcement actions including NOVs; maintain timelines for mandated periodic inspections, compliance milestones, permit renewals, and compliance status report review.
- Contribute to the development and issuance of control mechanism permits or authorizations; interpret associated local, State, and Federal regulations to determine the proper special conditions, concentration or mass-based limits, and establish monitoring and reporting requirements. Prepare Permit Fact Sheets. Amend and revise permits as required.
- Review and evaluate periodic compliance reports to identify exceedances of Federal Daily Max, Federal Monthly Average, and Local Limits.
- Compile, evaluate, and review POTW lab reports and industrial user self-monitoring reports accurately to determine compliance with discharge permit and regulatory requirements and enter the sample results and other data into the Source Control Program's pretreatment data management system.
- Support review of plumbing drawings, plans and specifications for compliance with Authorities standards and pretreatment requirements; work with submitting customer for any changes required to the application.
- Coordinate plan checks, tenant improvements, and new business tax licenses with Member Agencies.
- Create and maintain records to ensure the inspection database is current.
- Attend pre-construction meetings with contractors and developers to ensure they understand the Authorities' pretreatment installation and inspection requirements.
- Prepare documentation necessary to support the overall administrative functions of the section, including preparation of the annual pretreatment report and response to public information requests.
- Assist in investigations of illicit discharges and complaints, and incidents of illegal connections/discharges to the sanitary sewer system; trace upstream to identify the source, and gather information and evidence, evaluate, and enforce compliance.
- Conduct Field Testing/Sampling and monitoring in accordance with EPA protocol primarily using Standard Methods for the Examination of Water and Wastewater. Collect samples, preserve samples, transport samples (with a chain of custody), and evaluate data results.
- Support analysis and interpretation of data including charts, graphs, diagrams; work with sewer maps, GIS maps, the source control database, spreadsheets, and utilize data the filing and management systems to access, store and retrieve information as necessary.
- Explain applicable regulations, laws and ordinances - Provide information to the public and business owners via phone, verbally in person, and written correspondence regarding Federal, State, and Local regulations, laws, and ordinances. Provide information to participating agencies, and other regulatory agencies. Assist and coordinate Public Education and Outreach by participation in projects and events.
- Coordinate the Authority's programs with other public agencies that discharge into the Authority's wastewater collection system; schedule and coordinate activities with customers and other Agency personnel.

- Maintain field test equipment, including necessary cleaning, maintenance, calibration procedures, and testing of the equipment.

Ability to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

OTHER QUALIFICATIONS:

Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Analytical Thinking - Approaches a problem or situation by using a logical, systematic, sequential approach.

Building Trust - Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments, and behaves in an appropriate manner.

Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.

EDUCATION/EXPERIENCE REQUIREMENT:

Bachelor's degree in physical, natural, or environmental science, engineering, or a closely related field from an accredited college or university. Possession of an Environmental Compliance Inspector Grade I Certification from the California Water Environment Association (CWEA) within the first year of employment. Failure to attain and maintain a CWEA Certification constitutes possible cause for demotion or termination.

LICENSE AND CERTIFICATE REQUIREMENTS:

Possession of a valid California Class C Driver's License and the ability to be insured and drive under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to: walk; talk/hear by telephone and in person; smell; use hands and fingers to handle, feel or operate objects, tools or controls; and reach and lift with hands or arms. The employee is frequently required to stand for prolonged periods of time and must be able to lift and move up to 50 pounds. Specific vision abilities required by this job include: close vision, distance vision, the ability to distinguish colors and shapes, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to: use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret people, situations, information and data; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: The employee will work both in and out of doors. The office and laboratory environments are moderately quiet. While performing field duties, the employee may be exposed to toxic or hazardous chemicals and loud environments and may be required to work in inclement weather.

QUALIFICATIONS: Ability to pass a pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

PROMOTIONAL OPPORTUNITY: Promotion to the Source Control Inspector II may be made after the Inspector I successfully completes a one-year probation period; possesses a Grade II California Water Environment Association (CWEA) Environmental Compliance Inspector Certificate; successfully completes four (4) years of professional related experience, including one (1) year equivalent to Source Control Inspector I; demonstrates knowledge of applicable federal, state and local environmental regulations; and demonstrates competence in the performance of source control requirements as deemed appropriate by the Source Control Manager and the Director of Environmental Compliance.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.