

## ENCINA WASTEWATER AUTHORITY

**DATE:** May 2014 (revised)  
**POSITION TITLE:** Industrial Waste Control Inspector I  
**DEPARTMENT:** Environmental Compliance  
**SECTION:** Source Control  
**REPORTS TO:** Source Control Manager  
**FLSA STATUS :** Nonexempt

**POSITION SUMMARY:** Under the supervision of the Source Control Manager, this position: performs a variety of field and office duties required to implement the Source Control Program; supports the Biosolids Environmental Management System (EMS) program; and performs other related duties as assigned.

**SUPERVISORY DIMENSIONS:** None

**ESSENTIAL JOB DUTIES:** The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Conducts routine inspections of industrial and commercial facilities to determine compliance with federal, state, and local regulations. Such inspections typically include: observation of facility operations; identification of federally and locally regulated industrial processes; evaluation of pretreatment systems, and operation and maintenance practices; assessment of the potential for slug discharges; and review of records.
- Samples industrial and commercial discharges following proper sampling protocols. Completes chain-of-custody forms with pertinent sampling information. Transports samples to the laboratory for analysis. Cleans, maintains and prepares sampling equipment.
- Conducts routine chemical analyses using field test equipment, including necessary maintenance/calibration procedures.
- Prepares inspection reports and makes recommendations regarding permit classification and monitoring requirements.
- Prepares draft permits and industrial user fact sheets.
- Prepares documentation necessary to support compliance activities and the overall administrative functions of the section. Such documentation may include: routine transmittals, public information requests, laboratory reports, letters, memos, reports or tables.

- Enters sample results and other data into the Source Control Program's pretreatment data management system.
- Performs Biosolids Environmental Management System tasks as required.
- Reviews Wastewater Discharge Permit applications and other submittals from industrial/commercial users.
- Performs records management duties including proper maintenance and filing of compliance records.
- Serves as a liaison with industrial and commercial facilities, as well as the public, providing information and assistance regarding the Source Control Program and federal/state regulations.
- Reviews industrial user self-monitoring reports to determine compliance with permit requirements.
- Assists with enforcement activities.
- Prepares and presents oral reports as directed.

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.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Knowledge of basic chemistry.
- Knowledge of federal, state and the Authority's rules and regulations governing wastewater and the control of toxic or hazardous pollutants.
- Knowledge of the Authority's Biosolids Environmental Management System program.
- Knowledge of sampling procedures and protocols.
- Knowledge of sample receiving, chain-of-custody and preservation procedures.
- Ability to lift and move heavy sampling equipment, typically in the field.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with industry representatives, member agency employees, the regulatory community, and the public in a tactful and diplomatic manner.
- Ability to establish and maintain cooperative working relationships with coworkers, in order to foster a team approach.
- Ability to understand and follow directions, and complete assignments efficiently with minimal supervision.
- Skills in operating a personal computer for word processing and data management using Microsoft

Windows applications, such as Word and Excel.

- Knowledge of industrial wastewater characteristics and treatment technologies.
- Knowledge of wastewater treatment plant operations.
- Ability to analyze technical data and/or reports and exercise sound judgment.
- Ability to review documents for completeness, accuracy and compliance with applicable regulations.
- Ability to work occasional evenings and weekends.

**EDUCATION and EXPERIENCE REQUIREMENT:**

Bachelor's Degree in natural or environmental science, engineering, or a closely related field from an accredited college or university and two (2) years of increasingly responsible experience in an environmental, regulatory, or laboratory setting, including at least one (1) year of industrial waste control or laboratory experience.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

**CERTIFICATION REQUIREMENT:** Possession of a Grade I California Water Environment Association (CWEA) Environmental Compliance Inspector certificate is required. A Grade II CWEA Environmental Compliance Inspector certificate is desired, but not required.

**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 OPPORTUNITIES:** Promotion to the Industrial Waste Control Inspector II position may be made after the Industrial Waste Control Inspector I successfully completes a one-year probation period; possesses a Grade II CWEA Environmental Compliance Inspector Certificate; demonstrates knowledge of applicable federal, state and local environmental regulations; and demonstrates competence in the performance of certain inspection and permitting activities as deemed appropriate by the Source Control Manager.

**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.**

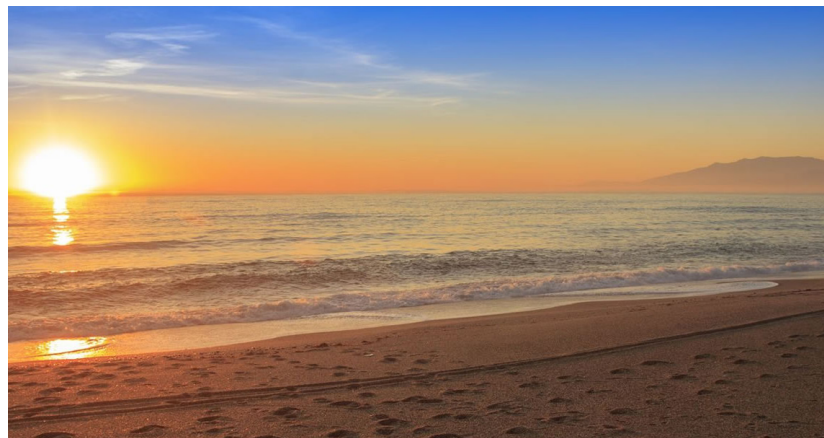
**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

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

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# Encina Wastewater Authority







## About Us

Encina Wastewater Authority (EWA) is a wastewater treatment agency in Carlsbad, California. We serve over 400,000 residents and regulate approximately 600 business in a 125-square-mile service area in northwest San Diego County. Six public agencies own EWA through a Joint Powers Agreement that facilitates cost sharing and enables economies of scale that the individual member agencies could not achieve independently. These member agencies are the City of Carlsbad, the City of Vista, the City of Encinitas, the Vallecitos Water District, the Buena Sanitation District, and the Leucadia Wastewater District.

## About Carlsbad

Carlsbad is a seaside community of 39 square miles, nearly 40% of which is dedicated to open space. Due to our perfect climate, you can enjoy 46 trails, 40 parks, 3 pristine lagoons, and nearly 7 miles of beaches year-round. Temperatures range from an average of 58 degrees in January to 73 degrees in July, making every day a beach day. In addition to great surfing/swimming/fishing opportunities, Carlsbad is home to several world-famous golf courses, LegoLand, The Flower Fields, and a charming Village that's perfect for an afternoon stroll or evening out.

## Employer of Choice

"Together, we are a model of excellence and innovation" isn't just a tagline at EWA—it's the commitment we've made to each other and to our community. We strive to honor these behavioral values to ensure a positive, productive work environment for all employees:

- Integrity
- Respect
- Valuing people
- Commitment
- Leadership
- Responsibility

We support our employees with a variety of benefits, including:

- Paid vacation and sick leave;
- CalPERS defined benefit (pension) retirement program;
- Employer matched deferred compensation plan;
- Cafeteria plan that includes medical, dental, vision, life, disability coverage, as well as the opportunity to participate in Flexible Spending Accounts and other voluntary benefits;
- Tuition reimbursement; and
- Professional development opportunities.



## The Opportunity

EWA seeks an Industrial Waste Control Inspector (IWCI) to join our Source Control Program. Depending on experience, this could be at the IWCI-in-Training, IWCI I, or IWCI II level.

Industrial Waste Control Inspectors: conduct routine inspections of industrial and commercial facilities to determine compliance with federal, state, and local regulations; sample industrial and commercial discharges following proper sampling protocols; conduct routine chemical analyses using field test equipment, including necessary maintenance; calibration procedures; prepare inspection reports and make recommendations regarding permit classification and monitoring requirements; prepare draft permits and industrial user fact sheets; prepare documentation necessary to support compliance activities; enter sample results and other data into the pretreatment data management system; and provide education and outreach to the permitted and general business community.

## The Ideal Candidate

The ideal IWCI-in-Training candidate has a Bachelor's degree in natural or environmental science, engineering, or a closely related field; and one year of recent experience in an environmental, regulatory, or laboratory setting. The IWCI I requires two years of experience, plus a Grade I CWEA Environmental Compliance Inspector certificate (grade II preferred). The IWCI II requires three years of experience, plus

a Grade II CWEA Environmental Compliance Inspector certificate (Grade III preferred).

## Qualifying Education & Experience

In addition to the education and experience requirements, candidates need a knowledge of basic chemistry; knowledge of laws and regulations governing wastewater and the control of toxic or hazardous pollutants; knowledge of sampling procedures and protocols; and the ability to communicate and interact effectively with a wide range of stakeholders.

## Compensation

The salary range for these positions is \$52,813 - \$90,996, depending on experience.

## The Process

To be considered a candidate for this position, please complete and return the application that is available at [www.encinajpa.com](http://www.encinajpa.com). Include a cover letter, resume, and any other information you feel is important for us to consider when reviewing your candidacy. Resumes without applications will not be considered.

Applications must be received by Friday, May 4, 2018 at 6200 Avenida Encinas, Carlsbad, CA 92011. You may also email your application to [dallen@encinajpa.com](mailto:dallen@encinajpa.com).