

**JURUPA COMMUNITY SERVICES DISTRICT
INDUSTRIAL WASTE INSPECTOR I/II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under limited supervision, conducts monitoring and permitting services to industrial and commercial users discharging non-domestic wastewater into the sanitary sewer; to implement, enforce and promote the District's Pretreatment and Fats Oils and Grease (FOG) Program; to conduct field inspections and enforcement activities; to provide information on applicable waste rules and regulations, performs related work as assigned.

CLASS CHARACTERISTICS

Industrial Waste Inspector I: This is an entry level class with the ability to perform basic inspection and monitoring duties. Assignments vary and the position encompasses a variety of tasks requiring sound judgment and initiative. This position receives supervision and instruction as new or unusual situations arise and is expected to be aware of routine operational procedures and policies.

Industrial Waste Inspector II: This is a full journey level class with the ability to perform all inspection and monitoring duties. Assignments vary and the position encompasses a variety of tasks requiring sound judgment and initiative. This position receives limited supervision and occasional instruction as new or unusual situations arise, and is expected to be aware of the operational procedures and policies.

ESSENTIAL FUNCTIONS

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 the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Inspects a variety of commercial and industrial businesses to ensure compliance with District and regulatory requirements regarding composition and quantity of discharges into the Districts wastewater collection system. Prepares court-admissible documentation of all inspection activities.

Conducts sampling and monitoring at commercial and industrial facilities as well as in the District's wastewater collection system. Determines appropriate sampling procedure and prepares appropriate documentation of each monitoring event. discharges into the Districts 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 and change of owners, or businesses for conformance with District regulations and standards and federal pretreatment requirements and regulatory discharge 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.

Prepare a variety of written correspondence for industrial and commercial users including policy information letters, permits, written warnings, notices of violations and administrative orders; evaluates permit applications and industrial user permits, conduct follow-up activities of industrial and commercial users with compliance violations. Prepare industrial education materials including pamphlets, flyers and correspondence; coordinate the production of slogans for various industrial waste minimization programs.

Evaluates wastewater discharge from industrial and commercial users to determine quantity and quality of discharge for billing purposes.

Investigates instances of potential non-compliance to determine if non-compliance has occurred and determines the appropriate response according to the District's Enforcement Response Program.

Create and maintain various electronic spreadsheets to track pretreatment activities; create various statistical reports.

Performs other tasks/functions deemed necessary to the daily operation of the District.

QUALIFICATION GUIDELINES

Education and/or Experience

Industrial Waste Inspector I: A High School Diploma or equivalent supplemented by college level coursework in chemistry, biology, and/or computer science and two years of technical experience in wastewater systems.

Industrial Waste Inspector II: A High School Diploma or equivalent supplemented by college level coursework in chemistry, biology, and/or computer science and three years of technical experience in wastewater systems and two years of technical experience in environmental compliance..

Knowledge and Skill Level

Industrial Waste Inspector I: Required to have basic knowledge and skills in the following areas listed below.

Industrial Waste Inspector II: Required to have advanced knowledge and skills in the areas listed below.

Knowledge of methods and techniques used in implementing a Pretreatment program.

The ability to understand and apply the Federal General and Categorical Pretreatment regulations as well as other state and local environmental regulations.

Procedures, methods and techniques of collecting, preserving and documenting sanitary and industrial wastewater samples and performing the necessary related field tests.

Principals and practices of chemistry, chemical reactions, calculations and chemical terminology.

Tools and equipment used in pretreatment programs.

Modern office procedures, methods and equipment including computers; knowledge of word processing, spreadsheet and database programs.

Occupational health and safety practices pertaining to industrial, chemical, laboratory, traffic and maintenance work.

Physical Requirements

Employee must meet the following requirements which are necessary to successfully perform the essential functions of the class; communicate orally in writing and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; stoop, kneel, crouch and climb; carry, push, reach and lift up to 60 pounds; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, dust, noise, traffic, heavy equipment, dust, noise and potentially hazardous substances; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

CWEA Environmental Compliance Inspector Grade I Certificate, CWEA Collection System Maintenance Grade I Certificate is desired for Industrial Waste Inspector I

CWEA Environmental Compliance Inspector Grade II Certificate, CWEA Collection System Maintenance Grade II Certificate is desired for the Industrial Waste Inspector II.

Must meet Cal-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required,

FLSA/NON-EXEMPT

Range 75 \$3250 - 3951

Range 53 \$4149 - 5044

1300 Admin/job descriptions reviewed 0208