

ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Under supervision, enforces the provisions of wastewater discharge permits, ordinances, and applicable rules and regulations to ensure compliance with a variety of local, state, and federal requirements.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Wastewater Environmental Supervisor. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Environmental Compliance Inspector is a journey level class responsible for compliance with Publicly Owned Treatment Works requirements, Industrial Pretreatment Program requirements, and other federal, state, and local requirements. This journey level class differs from Wastewater Environmental Supervisor in that incumbents of the latter perform at the full, first-line supervisory level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Ensures and protects Publicly Owned Treatment Works (POTW) compliance.

Monitors and enforces Industrial Pretreatment Program (IPP) requirements; ensures compliance with federal, state and local requirements.

Reviews Wastewater Discharge Permit Applications; issues discharge permits pursuant to the IPP.

Identifies, inspects, and evaluates new industries for IPP applicability; conducts compliance and enforcement inspections on permitted and non-permitted industries and commercial businesses; investigates instances of non-compliance; issues Notices of Violations and Penalties; responds to and investigates illicit discharge situations.

Conducts and performs all types of sampling and field testing; analyzes laboratory data for effectiveness and compliance.

Performs sewer billing activities, including but not limited to, data collection, sewer billing categorization, and effluent and production meter readings.

Participates in development and revision of City codes, ordinances, IPP, Enforcement Response Plan, Simple Tier Equity Program, etc.

Maintains monitoring and sampling equipment in operating condition; maintains comprehensive inventory of tools, equipment, spare parts, etc.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Federal, state, and local codes and related regulations influencing activities of the POTW.

Commercial and industrial wastewater and the methods of detecting industrial waste components in wastewater.

Inspection methods, sample collection and preservation, chain of custody, approved testing methods, and the toxic constituents of wastewater, groundwater, surface water, air and sludge.

Installation and methods of operating and maintaining equipment used for pretreatment and control of industrial waste prior to discharge into the wastewater collection system; wastewater treatment and pretreatment systems at industrial and POTW settings.

Flow measurement and related equipment, including but not limited to, characteristics and types of weirs and flumes.

Skill/Ability to:

Think critically and analytically.

Perform environmental compliance inspections, investigations and enforcement; apply environmental inspection policies, procedures, rules and regulations.

Perform research and analysis; collect, analyze and interpret laboratory data.

Read, understand and interpret blueprints, mechanical construction and piping schematics.

Enforce and apply environmental inspection policies, procedures, rules and regulations.

Lift and carry equipment weighing up to fifty (50) pounds.

Use personal/office computers proficiently.

Establish and maintain effective working relationships at all organizational levels, including the public.

Establish and maintain accurate records; prepare clear and concise reports; communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS

Option 1:

Possession of a Bachelor's Degree from an accredited college or university in chemistry, environmental science, biology, chemical engineering, or closely related field.

One (1) year of experience in the water/wastewater quality control field.

Option 2:

Five (5) years of inspecting and/or monitoring experience in the water/wastewater quality control field.

Option 3:

Possession at time of application, and continue to maintain throughout employment, a valid Environmental Compliance Inspector Certificate, Grade III, issued by the California Water Environment Association.

Special Requirements:

Possession and continued maintenance of a valid California Driver's License at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 12/15/2025

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