

SOURCE CONTROL INSPECTOR

Definition:

Under general supervision performs responsible inspection and enforcement tasks related to the surveillance of waste discharges into the sewer system and general support of the City's Source Control Program; inspects and monitors discharges into wastewater systems by commercial, industrial and residential users; inspects pre-treatment wastewater facilities; performs enforcement duties related to waste discharges and related environmental programs; provides information to the public and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

- Conducts on-site inspections at a variety of facilities to include restaurants, single and multi-family residences, businesses and industrial plants.

- Advises a wide variety of individuals/businesses regarding requirements related to the City's waste programs, Source Control Program and Fats, Oils and Grease (FOG) Program and solicits their cooperation.

- Gathers evidence for and recommends enforcement action related to sewer system discharges not in compliance with codes/requirements.

- Performs field measurements of wastewater flows and related chemical tests.

- Inspects and samples sewer system discharge; obtains, preserves and delivers discharge samples as needed.

- Operates and maintains sampling, flow metering and other source control equipment.

- Operates a personal computer and uses applicable software to prepare detailed inspection reports, a variety of other reports and correspondence.

- Updates computerized and manual records/databases related to area assigned.

- Issues notices of violation as needed, advises violators regarding remedial action necessary and appears in court as required.

- Makes oral presentations and gives demonstrations to a variety of groups.

Operates audio visual, videotape and photographic equipment.

Develops, presents and participates in information/education programs; prepares pamphlets, brochures and other informational and educational materials.

Coordinates and participates in the testing of sewer lines.

Lifts and moves sampling and other equipment weighing 50 pounds or less and uses appropriate tools to lift and move sewer access covers weighing 120 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Source Control Inspector is a multi-incumbent technical class in the Maintenance Services Department with duties related to surveillance of waste discharges into the sewer system and general support of the City's Source Control Program. The Source Control Inspector performs inspections and enforcement activities with limited supervision. Assigned duties require judgment and initiative.

Contacts and Relationships:

A Source Control Inspector establishes and maintains contact with staff in the Maintenance Services Department. Substantial contact will occur with businesses and the public, requiring diplomacy and tact when dealing with waste program violations. Additional contact will occur with other City staff and other government agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Rules and regulations related to area assigned.

Basic National Pollution Discharge Elimination System (NPDES) requirements.

FOG device installation and maintenance.

Sanitary sewer collection systems and maintenance practices.

Investigative principles and practices related to area assigned.

Analysis and report writing.

Wastewater inspection, sampling and testing techniques.

Safety measures and safety techniques related to the area assigned.

English usage, spelling and grammar.

Effective public contact skills.

Computer applications related to area assigned.

AND

Ability to:

Learn and interpret technical codes, ordinances and regulations and read blueprints.

Learn and disseminate principles and practices of the FOG and other waste programs.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Analyze, compile and evaluate data.

Initiate and take enforcement action regarding waste violations.

Communicate effectively orally and in writing.

Understand and follow oral and written directions independently.

Meet the public with courtesy and tact.

Prepare clear and concise reports and correspondence and record data.

Operate a personal computer and use applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school and some completed coursework from an accredited college or university in Biology, Chemistry, Environmental Health or a related field.

AND

Experience:

One year of experience in the inspection of industrial waste, wastewater treatment or a related area OR one year of experience related to industrial quality control in a food processing industry or water pollution resolution.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs to include evening and weekend inspections. This position is subject to overtime and emergency or non-emergency call back.

The City of Fullerton's Conflict of Interest Code requires that a Source Control Inspector file financial disclosure statements in accordance with state and local laws.

Possession of or ability to obtain a Penal Code 832 certification prior to the end of the probationary period.

Possession of or ability to obtain a California Water Environment Association (CWEA) Grade I Environmental Compliance Inspector certification prior to the end of the probationary period.

Other:

Possession of a CWEA Collection Systems Maintenance Operator I certification and/or the completion of some engineering drafting classes are preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in the field performing inspections. When outdoor field work is performed there is full exposure to the elements. An incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, operates sampling equipment, audio visual, videotape and photographic equipment, sits, stands, walks, kneels, crouches, twists, climbs ladders, stairs and inclines, reaches, bends, crawls and grasps, lifts and moves equipment weighing 50 pounds or less and uses appropriate tools to lift and move sewer access covers weighing 120 pounds or less. When performing inspections an incumbent will be exposed to damp conditions, vehicular traffic, a variety of hazardous substances to include sewage, solvents, chemicals and fumes, will walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, grease/oil, fumes, dust and may work in the confined spaces. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established February 2005