

## ENCINA WASTEWATER AUTHORITY

**DATE:** March 2013 (revised)  
**POSITION TITLE:** Industrial Waste Control Inspector Trainee  
**DEPARTMENT:** Environmental Compliance  
**SECTION:** Source Control  
**REPORTS TO:** Director of Environmental Compliance  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under the supervision of the Director of Environmental Compliance, 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.

- Under supervision, assists with 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 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.

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.
- 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 with supervision.
- Skills in operating a personal computer for word processing and data management using Microsoft Windows applications, such as Word and Excel.
- Ability to work occasional evenings and weekends.

**EDUCATION/EXPERIENCE REQUIREMENT:**

(a) Bachelors degree in natural or environmental science, engineering or a closely related field from an accredited college; and one (1) year of recent experience in an environmental or regulatory setting performing related duties;

**or**

(b) Associates degree in natural or environmental science, engineering or a closely related field from an accredited college; and three (3) years of recent experience in an environmental or regulatory setting performing related duties, to include at least one (1) year of industrial waste control experience.

EWA retains sole and exclusive discretion to accept any combination of education and experience which demonstrates the ability to credibly perform the essential duties of the job description.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured 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; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; exercise sound judgment; 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 position will be made after the Industrial Waste Control Inspector Trainee successfully completes a one-year probation period; possesses a Grade I California Water Environment Association (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 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.**