



ENCINA WASTEWATER AUTHORITY

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POSITION TITLE: Source Control Inspector II
DEPARTMENT: Environmental Compliance
SECTION : Source Control
REPORTS TO: Source Control Manager

DISCLAIMER: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

POSITION SUMMARY:

Under general supervision and direction of the Source Control Manager, supports the Environmental Protection Agency (EPA) certified pretreatment program (40 CFR Part 403) to perform a variety of professional inspection, investigation, analytical, and reporting duties to protect human health, the collection system, Publicly Owned Treatment Work (POTW), and Waters of the United States from toxic discharges. Monitors and tracks EPA Categorical Industrial Users (CIUs), Significant Industrial Users (SIUs), Non-significant Industrial Users (NSIUs), and Best Management Practice businesses (BMPs) for compliance with EWA's discharge permit regulations, the EWA Pretreatment Ordinance and Enforcement Response Plan, and EPA guidelines.

This is an advanced level classification in the Source Control Inspector classification series responsible for performing the full range of professional inspection duties including, but not limited to more complex facilities and diverse assignments. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive minimal instruction or assistance as new or unusual situations arise and are fully able to perform the operating procedures and policies of the work unit.

SUPERVISORY DIMENSIONS:

None.

EXAMPLES OF ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Promote the Authority's Mission, Vision, and Values.
- Conduct a variety of routine and compliance inspections of more complex industrial and commercial facilities to determine compliance with federal, state, and local regulations; identify federally and locally

regulated industrial processes; recommend preliminary designation of industrial class and categorical classification; evaluate pretreatment systems, sample locations, monitoring frequencies, and sample methods; assess slug discharge potential and evaluate site BMPs.

- Review and implement the Code of Federal Requirements (CFR) and Development Documents pertaining to pretreatment; review wastewater discharge permit applications and other submittals from industrial/commercial users; write and review technical documents including, inspection reports and fact sheets; draft enforcement actions including NOVs; maintain timelines for mandated periodic inspections, compliance milestones, permit renewals, and compliance status report review.
- Support the development and issuance of more complex control mechanism permits or authorizations; interpret associated local, State, and Federal regulations to determine the proper special conditions, concentration, or mass-based limits, and establish monitoring and reporting requirements. Prepare Permit Fact Sheets. Amend and revise permits as required.
- Review and evaluate periodic compliance reports to identify exceedances of Federal Daily Max, Federal Monthly Average, Local Limits, and determine Significant Non-Compliance (SNC).
- Compile, evaluate, and review POTW lab reports and industrial user self-monitoring reports accurately to determine compliance with discharge permit and regulatory requirements and enter the sample results and other data into the Source Control Program's pretreatment data management system.
- Read and interpret plumbing drawings, plans and specifications for compliance with Authorities standards and pretreatment requirements; if pretreatment is required, evaluates the project for the proper size and type of equipment; works with submitting customer for any changes required to the application.
- Coordinate plan checks, tenant improvements, and new business tax licenses with Member Agencies.
- Create and maintain records to ensure the inspection database is current, train staff on use of the database.
- Coordinate pre-construction meetings with contractors and developers to ensure they understand the Authorities' pretreatment installation and inspection requirements.
- Prepare documentation necessary to support the overall administrative functions of the section, including preparation of the annual pretreatment report and response to public information requests.
- Support development and implementation of the Enforcement Response Plan and Response Guide.
- Conduct Investigations of illicit discharges and complaints, and incidents of illegal connections/discharges to the sanitary sewer system; trace upstream to identify the source, and gather information and evidence, evaluate, and enforce compliance.
- Conduct Field Testing/Sampling and monitoring in accordance with EPA protocol primarily using Standard Methods for the Examination of Water and Wastewater. Collect samples, preserve samples, transport samples (with a chain of custody), and evaluate data results.

- Analyze and interpret data including charts, graphs, diagrams; work with sewer maps, GIS maps, the source control database, spreadsheets, and utilize data the filing and management systems to access, store and retrieve information as necessary.
- Explain applicable regulations, laws, and ordinances - Provide information to the public and business owners via phone, verbally in person, and written correspondence regarding Federal, State, and Local regulations, laws, and ordinances. Provide information to participating agencies, and other regulatory agencies. Assist and coordinate Public Education and Outreach by participation in projects and events.
- Coordinate the Authority's programs with other public agencies that discharge into the Authority's wastewater collection system, schedule and coordinates activities with customers and other Agency personnel.
- Maintain field test equipment, including necessary cleaning, maintenance, calibration procedures, and testing of the equipment.
- Provide training and oversight to Source Control Inspector I inspectors on sampling/inspection activities and other program-related functions.

EDUCATION/EXPERIENCE REQUIREMENT: (positions in this class typically require):

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in natural or environmental science, engineering, or a closely related field from an accredited college or university
- Four (4) years of professional related experience, including one (1) year equivalent to Source Control Inspector I. A Master's Degree in environmental science, engineering, or a closely field may be substituted for a maximum of one year of the professional-related experience.
- Possession of an Environmental Compliance Inspector Grade II Certification from the California Water Environment Association (CWEA) is required at the time of appointment. Failure to maintain a CWEA Certification constitutes possible cause for demotion or termination.

LICENSE AND CERTIFICATE REQUIREMENTS:

Possession of a valid California Class C Driver's License and the ability to be insured and drive under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License or insurability may constitute possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

- Hear normal conversation in person and on the telephone.

- Mobility of arms to reach, and the dexterity of hands to grasp and manipulate small objects and to write legibly.
- Visual ability (which may be corrected) to read small print and video messages, including good peripheral vision and depth perception.
- Speak in a normal voice; able to be heard and understood on the telephone, in person, and to communicate clearly and concisely, both orally and in writing.
- Sit or stand for prolonged periods of time.
- Mobility to stand, stoop and bend.
- Use office equipment such as personal computers, copiers, and fax machines.
- Operate standard passenger vehicles.
- Lift, carry, push, or pull up to fifty (50) pounds.
- Keyboarding for extended periods of time.
- Fingering, grasping, talking, hearing, seeing, and repetitive motions.

Mental Demands:

- Written and oral communication skills.
- Read and interpret instructions, information, and documents.
- Analyze and solve problems.
- Observe and interpret people and situations.
- Use math and mathematical reasoning.
- Learn and apply new information or skills.
- Perform highly detailed work on multiple concurrent tasks with constant interruptions.
- Work under intensive deadlines with constant interruptions.
- Interact with directors, managers, board members, government officials, regulators, employees, and the public.

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.

WORKING HOURS: Flex Schedule: Monday through Thursday 7:00 AM – 4:30 PM (9/80); Friday 7:00 AM - 3:30 PM, and every other Friday off or as assigned by Supervisor.