

LEAD SOURCE CONTROL INSPECTOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, leads, oversees, and participates in the work of staff responsible for performing a variety of technical duties in support of OC San's source control program to protect public health and safety including Emerging Pollutants of Concern (EPOC), the operation of the treatment plants and Groundwater Replenishment System (GWRS), the National Pollutant Discharge Elimination System (NPDES) permit discharge, or OC San's ability to reclaim water or biosolids; performs complex field inspections and enforcement; provides training and guidance to assigned staff; inspects, monitors, and tracks Environmental Protection Agency (EPA) categorical industries for compliance with OC San discharge permit regulations, OC San Wastewater Ordinances, and EPA guidelines; educates the public and others on source control program, inspections, enforcement, and compliance; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision over staff. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is the fourth of four levels within the source control inspection job series. Positions organize and oversee the day-to-day work of staff in assigned areas of responsibility and ensure that source control program monitoring, inspection, and enforcement are conducted in a manner to ensure public health and safety. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing the most difficult and complex inspections and enforcement duties assigned requiring the advanced knowledge of water quality, pollution control, and environmental protection, as well as OC San and regulatory standards, practices, policies, and procedures. Performance of the work requires the use of considerable independence and initiative within established guidelines. This class is distinguished from the Environmental Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned environmental monitoring and compliance functions within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Leads, plans, trains, and reviews the work of staff responsible for conducting inspections and performing enforcement duties in support of OC San's source control program; provides technical direction including assessment of performance for assigned staff; assigns and coordinates work assignments; covers scheduled time off for assigned staff as necessary.

- Verifies the work of assigned staff for accuracy, proper work methods, techniques, and compliance with regulatory standards, practices, policies, and procedures and OC San and programmatic standards.
- Participates in the development of goals and objectives for source control program activities; recommends and implements operational policy and procedure changes; develops standard operating procedures.
- Oversees safety and technical training schedules and staff attendance; recommends training content.
- Oversees the enforcement of OC San's Industrial Waste Ordinance; plans, approves, and directs the implementation of covert investigations as appropriate.
- Performs the most complex inspection and enforcement duties; coordinates and leads projects related to GWRS and non-industrial source control (NISC) programs.
- Participates in efforts to anticipate and prevent threats and EPOC to OC San's treatment plants including toxic or hazardous wastewater discharges from point and non-point sources that might impact public health and safety, the operation of the treatment plants and GWRS, the NPDES permit discharge, or OC San's ability to reclaim water or biosolids.
- Notifies industries regarding their industrial compliance status; reviews analytical results and industrial discharge limits; prepares and submits notices of violation and other documents to industries containing sampling results.
- Plans, coordinates, and oversees investigative efforts including, but not limited to the strategic sampling of OC San's trunklines and industrial facility downstream projects.
- Coordinates and leads joint inspections with other OC San staff and regulatory agencies.
- Represents OC San in meetings with industry representatives and regulatory agencies on noncompliance, discharge, joint enforcement, and related environmental issues and activities impacting the OC San service area and nearby areas; interfaces with the general public on pretreatment program requirements, jurisdictional authority, and related issues.
- Oversees the collection and evaluation of wastewater samples and data submissions from OC San staff and laboratories and contractors; ensures the preservation and preparation of samples are performed in accordance with established sampling methods and techniques; conducts sampling to test equipment reliability, sample preservation methods, and consistency of results; reviews and approves documentation and records to ensure valid chain-of-custody; performs quality assurance/quality control review on regulatory submissions to ensure accuracy, completeness, and adherence to prescribed format.
- Participates in mandatory compliance meetings held with noncompliant industries; provides evidence and relevant information at permit suspension and revocation hearings and in formal court proceedings.
- Oversees the maintenance of appropriate and accurate records of inspection sampling and enforcement activities; collects, gathers, and analyzes data and develops a variety of reports.
- Participates in audits of the pretreatment program by outside auditors and implements corrective actions to address deficiencies.
- Responds to spills and emergencies.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, operations, services, and activities of comprehensive industrial monitoring, source control, and enforcement program development and implementation.
- Modern and complex principles and practices of sampling, inspection, investigation, and enforcement.
- Advanced methods, techniques, materials, technology, equipment, and tools used in wastewater,

- industrial, and nonindustrial monitoring and sampling.
- Industrial and nonindustrial processes and manufacturing techniques and processes related to wastewater management.
- Principles of chemistry, hydraulics, and publicly owned treatment works (POTW) pretreatment operations.
- Methods and techniques of investigation and enforcement.
- Impact of industrial or nonindustrial discharges on wastewater treatment operations and public safety.
- Physical characteristics inherent to a valid sample point.
- Chemical, physical, and bacteriological characteristics of wastewater.
- Collection, preparation, and preservation techniques for a variety of wastewater constituents.
- Traffic control regulations and procedures.
- Occupational hazards, standard safety training, and safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Basic and advanced arithmetic and statistical techniques.
- Principles and procedures of record keeping and reporting.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of assigned staff and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Perform the most complex inspection and enforcement duties in support of OC San's source control program.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Understand the organization, operation, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Independently monitor and inspect categorical facilities and enforce compliance with EPA guidelines.
- Coordinate and/or lead and participate in joint inspection and enforcement activities.
- Oversee the collection and evaluation of wastewater samples and data submissions from OC San staff and laboratories and contractors.
- Compile, evaluate, and interpret data from multiple sources.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Represent OC San in a professional manner including in difficult and/or stressful situations.
- Maintain records, reports, charts, and files.
- Perform accurate mathematical and statistical calculations.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors,

and OC San staff.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D., supplemented by two (2) years college level course work in chemistry, biology, engineering, or a related field.
2. Five (5) years of increasingly responsible experience inspecting industrial processes or enforcement of environmental protection programs.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a valid Grade III Environmental Compliance Inspector certificate from the California Water Environment Association is required and must be obtained within 12 months of placement in position.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; standing in work areas and walking between work areas is required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in the field and to take samples and conduct inspections at various industrial, commercial, and OC San sites, including climbing ladders, stairs, and other temporary access points
- Ability to operate a motor vehicle to travel to various OC San sites, projects, and/or meetings.
- Perform inspection and sampling work; standing and frequent walking around industrial and commercial sites is required.
- Lift, carry, push, and pull materials and objects averaging 51 pounds, and occasionally up to 75 pounds, with the use of proper equipment and/or assistance from other staff.
- Possible entry into confined spaces and the use of confined entry equipment.
- Vision to read printed materials and a computer screen.
- Vision to conduct inspections and operate equipment; color vision to identify chemical and biological solvents and substances.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Finger dexterity to operate, maintain, and repair sampling equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- May be required to work extended hours, including nights, weekend, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.