

SOURCE CONTROL INSPECTOR I

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 general supervision, performs a variety of technical duties in support of OC San's source control program to protect public health and safety in the areas of water quality, pollution control, and overall environmental protection including Emerging Pollutants of Concern (EPOC); inspects, monitors, tracks, and identifies sources of pollutants discharged or potentially discharged to the sewer system; investigates and enforces compliance with OC San discharge permit regulations, OC San Wastewater Discharge Ordinance, and Environmental Protection Agency (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 general supervision from assigned supervisory or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the second of four levels within the source control inspection job series. Positions at this level are typically assigned to less complex industrial and commercial facilities and are not expected to function with the same amount of program knowledge or skill level as positions allocated to Source Control Inspector II. Positions at this level exercise less independent judgment and initiative in matters related to work procedures and methods for conducting the more complex and/or categorical facility inspections, monitoring, and enforcement. As experience is gained, assignments become more varied and are performed with more independence. This class is distinguished from the Source Control Inspector II in that the latter is typically assigned to a greater number of categorical facilities, provides training and guidance to lower-level staff in conducting categorical facility inspections and enforcement, and participates in interagency task forces requiring an understanding of various facility specific wastewater operations, ability to apply engineering and scientific principles, and thorough knowledge of applicable ordinances, permit regulations and requirements, and EPA guidelines.

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.

- Inspects industrial and commercial facilities under permit for wastewater discharge for compliance with the OC San's Industrial Waste Ordinance; determines if regulation is necessary; evaluates the operation and adequacy of physical, chemical, and biological industrial wastewater treatment systems and instrumentation; reviews industrial processes and recommends pretreatment options as necessary; makes preliminary determination of applicable categorical designation.

- Learns to, and under the guidance of a more senior inspector, monitors and inspects categorical facilities.
- Reviews and evaluates the adequacy of systems and programs designed to prevent and contain chemical spills and to minimize the discharge of chemicals into the sewage system.
- Installs, calibrates, operates, troubleshoots, repairs, and maintains equipment and instrumentation used for sampling and monitoring parameters of wastewater.
- Collects and evaluates wastewater samples from industries prior to and after discharge to OC San's sewage system; preserves and prepares samples for chemical analysis according to established sampling methods and techniques; prepares documentation and records to ensure valid chain-of-custody.
- Evaluates the adequacy of sample points; determines types of samples needed; selects necessary equipment; collects wastewater samples from industries including instantaneous grab samples and 24-hour composite samples.
- Collects samples from OC San's trunk sewer system to identify and isolate industrial discharges, specific pollutants, or to collect trunkline data for special projects initiated by other divisions.
- Coordinates and assists in the enforcement of OC San's Industrial Waste Ordinance; investigates sources of illicit and undesirable discharges into the sanitary system by conducting inspections, studies, sampling, interviewing site contacts, and reviewing pipe and facility layouts; plans and implements approved covert investigations as appropriate.
- Identifies existing or potential industrial waste problems with manufacturing processes, wastewater pretreatment systems, and operational techniques; recommends corrective action to ensure long-term compliance with OC San discharge standards.
- Performs follow up work on both formal and informal enforcement actions related to noncompliant events; monitors industry compliance with Probation Orders and Enforcement Compliance Schedule Agreements sent to industries to ensure implementation of specified corrective or compliance actions and requirements.
- Disseminates information and educates industries regarding OC San requirements, policies, procedures, and related information as requested.
- Participates in mandatory compliance meetings held with noncompliant industries; provides evidence and relevant information at permit suspension and revocation hearings, as well as in formal court proceedings.
- Maintains appropriate and accurate records and documentation of inspection sampling and enforcement activities including written inspection reports, surveillance investigation reports, compliance status reports, and other written material to document inspections, sampling tasks, and investigations; prepares memos and documents for inter-office, inter-divisional, and inter-departmental communications.
- Participates in special projects and assignments as required.
- 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:

- Industrial and nonindustrial processes and manufacturing techniques and processes related to wastewater management.
- Methods, techniques, materials, technology, equipment, and tools used in wastewater, industrial, and nonindustrial monitoring and sampling.
- Basic principles of chemistry, hydraulics, and publicly owned treatment works 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.
- Collection, preparation, and preservation techniques for a variety of wastewater constituents.
- Traffic control regulations and procedures.
- Safe work methods, occupational hazards, 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.
- Principles and procedures of record keeping and reporting.
- Basic and advanced arithmetic and statistical techniques.
- 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:

- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization, operation, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Compile, evaluate, and interpret data from multiple sources.
- Participate in the preparation of clear and concise reports.
- Recommend, execute, and document enforcement actions.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Represent OC San in a professional manner including in difficult situations.
- Maintain records, reports, charts, and files.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Operate a motor vehicle to travel to various OC San sites, projects, and/or meetings.
- 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 college-level coursework in chemistry, biology, or a related field.
2. Two (2) years of work experience in a field related to environmental protection involving sampling, laboratory analysis, and/or inspection of industrial processes.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a valid Grade I Environmental Compliance Inspector Certification from the California

Water Environment Association is required and must be obtained within 12 months of date 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.
- 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.
- Possible entry into confined spaces and the use of confined entry equipment.
- 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.