

SOURCE CONTROL INSPECTOR II

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 complex technical duties in support of the 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) impacting the Ground Water Replenishment System (GWRS); inspects, monitors, and tracks Environmental Protection Agency (EPA) categorical industries; investigates and enforces compliance with OC San discharge permit regulations, OC San Wastewater Discharge Ordinance, and EPA guidelines; participates in a variety of programs for the protection of public health and safety; inspects, monitors, tracks, and identifies sources of pollutants discharged or potentially discharged to the sewer system; 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 third of four levels within the source control inspection job series. Positions are typically assigned to a greater number of categorical industries and/or the more complex industrial and commercial facilities and responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed on completion and for overall results. This class is distinguished from Lead Source Control Inspector in that the latter serves in a lead capacity over assigned staff and performs the more complex work assigned to the series and.

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 facilities under permit for wastewater discharge for compliance with EPA categorical regulations, OC San's Industrial Waste Ordinance, permitted discharge limits, and special permit conditions.
- 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.
- 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.

- 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.
- Reviews waste hauler manifests to ensure proper waste handling and disposal.
- Identifies nonindustrial sources of toxic pollutants to ensure water quality of OC San's effluent to meet the required standards for the GWRS in partnership with Orange County Water District (OCWD).
- Coordinates and conducts joint inspections with other OC San personnel and other regulatory agencies including the Orange County District Attorney's Office, Orange County Health Care Agency, and local fire agencies; represents OC San in meetings with other agencies.
- Installs, calibrates, operates, troubleshoots, repairs, and maintains equipment and instrumentation used for sampling and monitoring parameters of wastewater; maintains required documentation.
- 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 a 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.
- 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.
- 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, and in formal court proceedings.
- Maintains appropriate and accurate records 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.
- Performs or participates in special projects and assignments.
- Provides training and guidance to new and/or lower-level staff.
- Responds to spills and emergencies.
- Performs work in compliance with established safety procedures utilizing all required safety equipment.
- 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.
- Various types of EPA categorical industries and pertinent EPA regulations.
- Methods, techniques, materials, technology, equipment, and tools used in wastewater, industrial, and

- nonindustrial monitoring and sampling.
- 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.
- Principles and practices of providing training and guidance to new and/or lower-level staff.
- Traffic control regulations and procedures.
- Occupational hazards, 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.
- 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.
- 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 participate in joint inspection and enforcement activities with other agencies.
- Compile, evaluate, and interpret data from multiple sources.
- Prepare clear and concise reports.
- Recommend, lead, execute, and document enforcement projects.
- 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.
- Perform accurate mathematical and statistical calculations.
- Independently 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 two (2) years of college level coursework in chemistry, biology, or a related field.
2. Three (3) years of experience inspecting industrial processes and/or enforcement of environmental protection programs.

Licenses and/or Certification:

- Must possess a valid California Class C Driver's License.
- Possession of a valid Grade II 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.
- Hearing and speech to communicate in person and over the telephone.
- Possible entry into confined spaces and the use of confined entry equipment.
- 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.