



JOB TITLE: **SOURCE CONTROL INSPECTOR**

DEFINITION

To inspect and monitor wastewater sources for compliance with Federal, State, and local regulations related to industrial and non-industrial wastewater sources; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This job class exercises responsibility for performing inspections, sampling, and laboratory analyses. This job class requires general knowledge related to wastewater treatment and monitoring.

SUPERVISION RECEIVED

- Receives general supervision from the Source Control Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include but are not limited to the following:

- Inspects and monitors local industries, commercial firms and businesses, as directed, for compliance with wastewater discharge requirements
- Aids in the compilation of reports as required by the EPA, State and other agencies
- Assists in ensuring compliance with regulations at solid waste disposal site
- Conducts inspections at industries, to ensure correct disposal of hazardous wastes
- Informs all sewer users of proper methods of hazardous waste disposal
- Inspects the physical plant and records of wastewater discharge permit holders on regular and random basis
- Monitors discharge and pretreatment systems at facilities within the City's wastewater treatment service area
- Reviews industrial self-monitoring reports
- Calibrates and maintains all pretreatment sampling and monitoring equipment
- Assists in the compilation of data for the issuance and maintenance of wastewater discharge permits
- Assists with the implementation of program enforcement procedures
- Evaluates monitoring data to identify violations; makes recommendations to supervisor concerning noncompliance; issues notice of noncompliance
- Investigates and prepares incident reports on complaints received from governmental agencies or the public; takes appropriate follow-up actions including issuing citations for ordinance violations
- Maintains comprehensive records and reports of sampling and monitoring programs, applications, permits and citations
- Prepares correspondence to industrial and commercial firms notifying them of industry standards, program results, compliance or violation, and inspection schedules
- Performs related duties similar to the above in scope and function as required
- Collects samples of commercial and industrial wastewater and submits for laboratory analyses
- Inspects and educates businesses on the proper maintenance and documentation of grease interceptor management

- Assists with educational and informational Pollution Prevention Outreach efforts to commercial and industrial sectors
- Collects stormwater samples for monitoring and analyses.
- Educates businesses on Best Management Practices (BMP's) as part of the Pollution Prevention Outreach.
- Assists in the response, reporting, and remediation of sanitary sewer overflows

EMPLOYMENT STANDARDS

Knowledge of:

- wastewater treatment processes
- wastewater equipment, pretreatment, and monitoring systems
- operation and maintenance of equipment used for monitoring and control of industrial wastes
- common procedures used in chemical, physical, and biological sampling and analysis of wastewater
- laboratory and confined space safety procedures

Ability to:

- maintain a variety of records and aid in the preparation of related reports
- work safely
- tactfully enforce codes, ordinances, and other regulations applicable to pollution control
- establish and maintain effective work relationships with those contacted in the performance of required duties
- meet the mental, visual, and physical requirements such as to safely and effectively perform required duties
- perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- use fine hand manipulation
- use a keyboard
- drive an automobile
- climb stairs
- work indoors using near vision for prolonged periods
- work with chemicals, influent, and bacteria
- distinguish colors of certain fluids
- speak English/Spanish highly desirable

TRAINING AND EXPERIENCE

Any combination of training and experience, which would provide the required knowledge, and experience is qualifying. A typical way to obtain the knowledge and abilities would be:

- Advanced educational training in Engineering, Biology, or Chemistry and one year of work experience in a field closely related to pollution control
- At least two years experience as a wastewater treatment plant operator or wastewater laboratory technician
- At least two years work experience in a field closely related to pollution control

LICENSE AND CERTIFICATION

- A valid Class C California Driver's license, including a safe driving record
- An appropriate certification from the California Water Environment Association may be required