



City of Watsonville

Job Description

JOB TITLE: Source Control Inspector

DATE APPROVED:

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Source Control Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY: To inspect and monitor wastewater and storm water sources for compliance with applicable local, state, and federal regulations.

DISTINGUISHING CHARACTERISTICS

The Source Control Inspector, under general supervision, exercises responsibility for performing inspections, sampling, and enforcement of water pollution compliance including response, investigation, and record keeping. Participates in all phases of the City of Watsonville's NPDES compliance with the National Pretreatment Program including assisting with permit preparation, water quality monitoring, facility inspection, enforcement, reporting, and document and data management.

Assists with audits of activities and programs; and performs related duties as assigned. Possesses an understanding of industrial wastewater treatment, associated Federal/State requirements, applicable ordinances, contracts, policies and procedures and other Program documents, contract development and implementation, permitting, inspection, monitoring, enforcement, reporting, and customer relations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Evaluate industrial and commercial discharges for compliance with federal, state, and local waste discharge regulations
- Communicates requirements for pretreatment systems and monitoring equipment to businesses and for pretreatment systems and monitoring stations. Coordinates with permittees and potential dischargers

- Documents industrial user activities, maintains files, applicable databases, and other computer related forms
- Implements the Fat, Oils, & Grease (FOG) program at food preparation facilities
- Prepares and maintains sampling equipment and collects samples for physical, chemical, and microbiological laboratory analyses
- Assists with the implementation of program enforcement procedures including Corrective Notices and NOV's
- Performs inspections of industrial and commercial facilities to determine compliance with stormwater best management practices and the Phase II Small Municipal Separate Storm Sewer System (MS4) Permit
- Utilizes and supports the City's Geographic Information System (GIS) mapping of sewers and storm water system
- Prepares and maintains sampling equipment and collects samples for physical, chemical, and microbiological laboratory analyses, implements understanding of laboratory Quality Assurance/ Quality Control (QA/QC) including reporting limits, method detection limits, and matrix spike and duplicate recovery
- Assists with educational and informational pollution prevention outreach efforts to commercial and industrial sectors
- Investigates storm water outfalls for illicit discharge detection and elimination (IDDE) compliance
- Respond to industrial waste spills and treatment plant upsets. Responds to emergency situations as necessary
- Assists in the response, reporting, and remediation of sanitary sewer overflows
- Checks plans for compliance with local sewer use ordinance, performs onsite inspections of pretreatment systems to ensure compliance with approved plans specifications and documentation of new businesses
- Contributes to the development of an annual program plan including permit renewals, inspections and monitoring; implements plan
- Takes part in writing permits, plan checks, and calculating sewer usage fees
- Attends conferences, meetings, and training to increase the knowledge in the water pollution prevention field

EMPLOYMENT STANDARDS:

Knowledge of:

- Familiarity with local, state and federal laws, codes and regulations related to water quality
- Safety practices and safety regulations

- Industrial wastewater discharge properties and the effects on the environment and public infrastructure
- Chemical characteristics, reactions, hazardous properties and storage and handling requirements
- Basic chemistry and biology as it relates to wastewater treatment
- Basic components of chemical management plans, monitoring reports, storm water pollution prevention plans, and spill containment plans
- Wastewater treatment processes for various industries as well as the municipal wastewater treatment process
- Sample collection, preservation and chain of custody procedures
- Experience field sampling for environmental pollutants highly desirable

Ability to:

- Operate modern office equipment including computer equipment and software used in project management, planning, and engineering
- Understand, explain, and apply regulations codes and ordinances
- Tactfully enforce regulations in a polite, professional and diplomatic manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Be productive in both a supervised and unsupervised work environment
- Make sound independent judgments within established guidelines
- Read and understand engineering plans
- Handle multiple concurrent activities and tasks
- Perform routine tasks and assignments
- Speak English, Spanish highly desirable
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work outdoors in inclement conditions (e.g. hot, cold, wet, windy)
- Perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds

TRAINING AND EXPERIENCE:

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

- A Bachelor's Degree in Environmental Science, Biology, or Chemistry or science-related field

- Two years of experience in environmental engineering, industrial water/wastewater process operations, or water quality management

LICENSE & CERTIFICATE:

- Possession of a valid California Class C Driver's License and a safe driving record
- Possess a Grade I Environmental Compliance Inspector Certificate from the California Water Environment Association (CWEA) or must be obtained within 12 months from date of hire