

CITY OF HAYWARD

WATER POLLUTION SOURCE CONTROL INSPECTOR

DEFINITION

~~To perform or assist in performing all functions associated with the City's Water Pollution Source Control Program and related activities. Under general supervision in a team environment, performs inspections of businesses and evaluates commercial and industrial facilities for compliance with pretreatment, urban runoff and pollution prevention requirements, and reports findings; reviews, evaluates, and issues wastewater discharge permits; initiates and participates in enforcement actions; represents the City with industries; collects and interprets data related to program; collects samples; prepares reports and documentation; and performs related work as required and other duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

~~This is a journey-level classification, fully competent to perform a variety of field and office duties involving the use of technical concepts and terminology. It is characterized by the ability to actively observe business activities related to wastewater generation, treatment, and disposal activities as well as stormwater pollution detection and trouble-shooting source control solutions for water quality pollution prevention; exercise sound, independent judgment; deal tactfully with the business and residential public; and understand and apply policies, procedures, and regulations independently in a variety of situations.~~

SUPERVISION RECEIVED ~~AND EXERCISED~~

~~General Supervision—supervision~~ is provided by the Senior Water Pollution Source Control Inspector or other ~~higher—higher-level~~ management personnel. ~~Responsibilities may require providing directions to laboratory or field personnel as needed.~~

SUPERVISION EXERCISED

~~Responsibilities may require providing directions to interns as needed.~~

~~EXAMPLES OF~~ESSENTIAL DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. ~~—~~Collects grab and 24-hour composite samples of industrial, ~~and/or~~ commercial, groundwater, and/or residential wastewater discharges to determine compliance with applicable ordinances, laws, regulations or discharge permits.

Prepares and maintains wastewater sampling schedule to ensure industrial, commercial,

City of Hayward

Water Pollution Source Control Inspector-(continued)

Page 2

groundwater, and residential wastewater sampling commitments are met.

ESSENTIAL DUTIES (continued)

Conducts field surveys as necessary to identify or characterize industrial, commercial, and residential dischargers to both the sanitary and stormwater collection systems.

Acts as liaison between the City of Hayward Water Pollution Source Control and outside contract laboratories responsible for the analysis of wastewater samples not performed by the City of Hayward Water Pollution Source Control Facility Laboratory.

~~2. — Maintains, repairs, designs, and builds~~Installs and calibrates sampling and/or monitoring equipment at appropriate locations to suit.

Conducts stormwater treatment measure inspections to verify operation, management, and maintenance of treatment devices.

Performs waste minimization audits and promotes pollution prevention through special recognition programs to reduce pollutant loading.

Staffs outreach events to promote pollution prevention, integrative pest management, stormwater, and wastewater discharge programs.

~~3. — Prepares and amends industrial wastewater~~Inspects industrial plants to determine compliance with applicable ordinances, laws, regulations, or discharge permits for categorical, significant, and groundwater discharges to the sanitary sewer system.

~~4. — Prepares necessary reports and maintains files and records~~Reviews industrial and commercial building and planning applications including CUP and AUP and other submitted plans and blueprints for stormwater and pretreatment applications and compliance, potential environmental impacts, structural needs for pollution prevention monitoring and inspections, and provide narrative on alternative environmental compliance and mitigation based on current stormwater and pretreatment regulations.

~~5. — Conducts field surveys as necessary to identify or characterize industrial dischargers.~~

~~6. — Investigates customer sewer billing complaints.~~

~~7. — Performs field investigations relative to water pollution incidents and/or complaints.~~

~~8. — Performs laboratory analyses when required.~~

City of Hayward

Water Pollution Source Control Inspector-(continued)

Page 3

~~9. Performs functions of Sr. Water Pollution Source Control Inspector in latter's absence as authorized.~~ Attends interdepartmental meetings to incorporate required blueprint changes with architect and design engineers to ensure that provisions of the Wastewater Discharge Regulations and Urban Runoff Control Ordinance Regulations are met.

Attends regional meetings to plan regional actions and develop educational materials as pertaining to stormwater and sanitary sewer discharges.

Enters into database industrial user self-monitoring reports, inspections, sampling data, stormwater treatment inspections, and enforcement action responses.

Performs dental inspections and enforce upon dental requirements pursuant to the City of Hayward's Wastewater Discharge Regulations as well as provide public outreach for treatment and stormwater applications regarding dental facilities.

Performs related duties as assigned.

City of Hayward

Water Pollution Source Control Inspector-(continued)

Page 4

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE, ABILITIES AND SKILLS Knowledge of:

A. ~~Knowledge of wastewater~~ Wastewater sampling collection procedures, sample preservation techniques, chain of custody documentation and sample holding times, and-

B. ~~Familiarity with water quality analyses~~ analytical methodology.

Laws regulating water quality, including federal and state standards for wastewater and stormwater as well as and water quality sampling protocols.

C. ~~Familiarity with wastewater treatment processes~~ and technology.

General principles of groundwater hydrology, water quality monitoring and analysis.

General principles of horticulture, landscape architecture, construction, and engineering as it relates to green infrastructure for stormwater treatment.

Basic organic and inorganic chemistry as it relates to water quality.

Mechanical skills working with small tools and equipment.

Ability to:

D. ~~Ability to~~ Interact with the public, and all levels of City staff, in an effective and professional manner and maintain effective public and positive working relationships and to be tactful.

Work in noisy and odorous environments.

Communicate tactfully and effectively in a clear and concise manner, both orally and in writing, with customers as well as City personnel.

E. ~~Knowledge of good safety practices~~ Safely lift monitoring equipment, manhole covers, or similar objects weighing up to 70 lbs.

F. ~~Ability to speak and write clearly and effectively.~~

G. ~~Ability to perform industrial waste inspection field work including working in inclement weather and lifting manhole covers or monitoring equipment which may weigh up to 50 lbs.~~

H. ~~Ability to work with minimal supervision.~~ Prioritize work assignments and use effective

time management.

Perform industrial waste and stormwater inspections and associated field work.

Interpret data, technical reports, procedures, and regulations.

Use computers, computer databases, and computer programs such as Microsoft Office Suite, MUNIS, and ArcView.

LICENSE: Possession of a valid Class III California Driver's License.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Either

One (1) year of full time experience in one of the following fields or a closely related function:

a) Industrial waste inspection.

b) Mechanical design of industrial process systems.

c) Mechanical engineering technician or mechanical inspector in petroleum refining, food processing or similar.

Or

Two (2) years of experience in as an water pollution control facility laboratory inspector for environmental compliance or similar field.

Education:

Equivalent to two (2) years of college, majoring in any engineering/scientific field which included satisfactory completion of either four quarter courses in water quality control technology or three quarters of college level laboratory courses with major coursework in biology or chemistry, environmental science, or a closely related field.

License and Certificates: Possession and maintenance of a valid Class C California Driver's License.

City of Hayward

Water Pollution Source Control Inspector-~~(continued)~~

Page 6

Possession of, or ability to obtain within one (1) year of appointment, a Grade II Environmental Compliance Inspector certificate is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend, kneel, climb, twist and safely lift and move equipment and material weighing up to 70 pounds; work indoors and outdoors in various weather conditions; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One ~~(1) Year~~ year

T810 Water Pollution Source Control Inspector

~~679CS90~~

August 1973

Revised November 1990

Revised ~~October 2019~~ March 12, 2020

AAP GROUP: 5

FLSA STATUS: Non-Exempt

FPPC STATUS: Designated