



JULY 2012
FLSA: NON-EXEMPT

SOURCE CONTROL INSPECTOR I/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 direct or general supervision, performs a variety of technical duties in support of the District's source control program to include Emerging Pollutants of Concern (EPOC) that impact the Ground Water Replenishment System (GWRS); performs field inspection and enforcement for the protection of public health and safety in the areas of water quality, pollution control, and overall environmental protection; inspects, monitors, tracks, and identifies sources of pollutants discharged or potentially discharged to the sewer system; inspects, monitors, and tracks EPA categorical industries for compliance with District discharge permit regulations, the District Wastewater discharge ordinance, and EPA guidelines; participates in a variety of programs for the protection of public health and safety; and incorporates public education in daily work.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from supervisor or management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Source Control Inspector I – This is the entry level class in the Source Control Inspector series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Source Control Inspector II level and exercise less independent judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff. This class is distinguished from the Source Control Inspector II by the performance of the more routine tasks and duties assigned to positions within the series. Assignments are well defined but require initiative and the exercise of judgment.

Source Control Inspector II – This is the full journey level class in the Source Control Inspector series performing the full range of source control inspection and enforcement duties with only occasional instruction or assistance. Positions at this level are distinguished from the Source Control Inspector I level by the performance of the full range of duties as assigned, including the performance of the more complex and diverse assignments, working independently, applying well developed Source Control Inspector knowledge, and exercising judgment and initiative. Positions at this level receive only 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 only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Source Control Inspector II level are normally filled by advancement from the Source Control Inspector I level.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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.

- Inspect industrial facilities under permit for wastewater discharge for compliance with the District's Industrial Waste Ordinance.
- Inspect industrial facilities to determine if regulation is necessary; evaluate processes and make preliminary determination of applicable categorical designation.
- Evaluate the operation and adequacy of physical, chemical, and biological industrial wastewater treatment systems and instrumentation; review industrial processes and recommend pretreatment options as necessary.
- Review and evaluate the adequacy of systems and programs designed to prevent and contain chemical spills and to minimize the discharge of chemicals into the sewage system.
- Identify existing or potential industrial waste problems with manufacturing processes, wastewater pretreatment systems, and operational techniques; recommend corrective action to ensure long-term compliance with District's discharge standards.
- Identify nonindustrial sources of toxic pollutants to ensure water quality of OCSD's effluent to meet the required standards for the Ground Water Replenishment System (GWRS) in partnership with Orange County Water District (OCWA).
- Perform or participate in special projects and activities including Urban Runoff Project sampling, inspection, and auditing of diversion systems, Fats, Oils, and Grease (FOG) program, Commercial Sector Inspection and Sampling Program, Emerging Pollutants of Concern (EPOC), Partnership Pollution Prevention Program (C4P), and Pharmaceutical Outreach Program; educate the public and industry representatives regarding pollution prevention and compliance; inspect waste hauler facilities; investigate illegal discharges; assist with permitting; coordinate investigations with outside agencies; provide field training of new employees.
- Disseminate information and educate industries regarding District's requirements, policies, procedures, and related information as requested.
- Coordinate and conduct joint inspections with other District personnel and other regulatory agencies including the Orange County District Attorney's Office, Orange County Health Care Agency, and local fire agencies.
- Represent the District at outside agency meetings.
- Collect and evaluate wastewater samples from industries prior to discharge to the District's sewage system; preserve and prepare samples for chemical analysis according to established sampling methods and techniques; prepare documentation and records to ensure a valid chain-of-custody.
- Evaluate the adequacy of sample points; determine types of samples needed; select necessary equipment; collect wastewater samples from industries including instantaneous grab samples and 24-hour composite samples.
- Collect samples from the District's trunk sewers to identify and isolate industrial discharges, specific pollutants, or to collect trunkline data for special projects initiated by other divisions including identification of sites for reclamation plants.
- Coordinate and assist in the enforcement of the District's Industrial Waste Ordinance; plan and implement approved covert investigations as appropriate.
- Perform follow up work on both formal and informal enforcement actions related to noncompliant event; monitor industry compliance with Probation Orders and Enforcement Compliance Schedule Agreements sent to industries to ensure implementation of specified corrective or compliance actions and requirements.
- Participate in mandatory compliance meetings held with noncompliant industries; provide evidence and relevant information at permit suspension and revocation hearings, as well as in formal court proceedings.

- Maintain 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; prepare memos and documents for inter-office, inter-divisional and inter-departmental communications.
- Respond to spills and emergencies.
- Perform work in compliance with established safety procedures utilizing all required safety equipment.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Industrial and nonindustrial processes, and manufacturing techniques and processes relative to wastewater management.
- Wastewater, industrial, and nonindustrial monitoring technology.
- Principles and procedures of record keeping and reporting.
- Methods, techniques, materials, equipment, and tools used in field monitoring and sampling.
- Basic principles of chemistry, hydraulics, and POTW 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.
- Occupational hazards and standard safety training.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of record-keeping.
- Basic and advanced arithmetic and statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Understand the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Apply and ensure compliance with applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Compile, evaluate and interpret data from multiple sources.
- Maintain records and files.
- Participate in the preparation of clear and concise reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Propose, execute, and document enforcement projects.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Work safely and adhere to principles of safety when working near traffic or in other environments.
- Make independent decisions and take appropriate action in emergency situations.
- Represent the District in a professional manner including in difficult situations.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.

- Plan and organize work to meet changing priorities and deadlines.
- Maintain manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 OCSD.

Source Control Inspector I

1. High school diploma or equivalent supplemented by two years college level course work in science or related technical area with major course work in chemistry; AND
2. One (1) year of experience in a field related to environmental protection that involved sampling and inspection of industrial processes is desirable.

Source Control Inspector II

1. High school diploma or equivalent supplemented by two years college level course work in science or related technical area with major course work in chemistry; AND
2. Three years of experience inspecting industrial processes at a level comparable to a Source Control Inspector I with the District.

License or Certificate:

- Possession of a valid California class C driver's license.
- Possession of an Environmental Compliance certification from the California Water Environment Association is desirable.

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

Must possess mobility to work in industrial and commercial sites to perform inspections; operate a motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone. Employees primarily work indoors but frequently walk within industrial and commercial sites to take samples. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to handle sampling equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, and hazardous physical substances,

odors, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.