



**AUGUST 2017**  
**FLSA: NON-EXEMPT**

## **LEAD SOURCE CONTROL INSPECTOR**

*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 direction, leads, oversees, and participates in the work of staff responsible for performing a variety of technical duties in support of the District's source control program to include Emerging Pollutants of Concern (EPOC) that impact public health and safety, the operation of the treatment plants and Groundwater Replenishment System (GWRS), the National Pollutant Discharge Elimination System (NPDES) permit discharge, or the District's ability to reclaim water or biosolids; performs complex field inspection and enforcement; provides training and guidance in inspecting, monitoring, tracking, and identifying sources of pollutants discharged or potentially discharged to the sewer system; inspects, monitors, and tracks Environmental Protection Agency (EPA) categorical industries for compliance with District discharge permit regulations, District Wastewater Ordinances, and EPA guidelines; participates in a variety of programs for the protection of public health and safety; incorporates public education in daily work; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Source Control Supervisor. Exercises technical and functional direction and training over assigned staff.

### **CLASS CHARACTERISTICS**

This is the lead class in the source control inspector series. Incumbents provide technical and functional direction to assigned staff and perform the most difficult and complex inspections and enforcement duties assigned requiring the advanced knowledge of water quality, pollution control, and environmental protection, as well as District and regulatory standards, practices, policies, and procedures. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Employees organize and oversee day-to-day activities and are responsible for providing support to the Source Control Supervisor in a variety of areas. This class is distinguished from the Source Control Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned source control program functions.

### **EXAMPLES OF TYPICAL 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.

- Lead, plan, train, and review the work of staff responsible for conducting inspections and performing enforcement duties in support of the District's source control program; provide technical direction including assessment of performance for assigned staff; assign and coordinate work assignments.
- Train assigned staff in areas of work; cover scheduled time off for assigned staff as necessary; ensure compliance with regulatory standards, practices, policies, and procedures.

- Verify the work of assigned staff for accuracy, proper work methods, techniques, and compliance with District and programmatic standards; ensure adherence to staff work practices and procedures.
- Participate in the development of goals and objectives for source control program activities; recommend and implement operational policies and procedures changes and develop standard operating procedures.
- Oversee safety and technical training schedules and staff attendance; recommend training content.
- Oversee the enforcement of the District's Industrial Waste Ordinance; plan, approve, and direct the implementation of covert investigations as appropriate.
- Perform the most complex inspection and enforcement duties; coordinate and lead projects related to GWRS and non-industrial source control (NISC) programs.
- Participate in efforts to anticipate and prevent threats to the District's treatment plants from toxic or hazardous wastewater discharges from point and non-point sources that might impact public health and safety, the operation of the treatment plants and Groundwater Replenishment System, the NPDES permit discharge, or the District's ability to reclaim water or biosolids.
- Notify industries regarding their industrial compliance status; review analytical results and industrial discharge limits; prepare and submit notices of violation, and other documents to industries containing sampling results.
- Plan, coordinate, and oversee investigative efforts including, but not limited to the strategic sampling of the District's trunklines and industrial facility downstream projects.
- Coordinate and lead joint inspections with other District personnel and other regulatory agencies.
- Represent the District with industry representatives and regulatory agencies on noncompliance, discharge, and joint enforcement issues and activities; interface with the general public on pretreatment program requirements, jurisdictional authority, and related issues.
- Oversee the collection and evaluation of wastewater samples and ensure the preservation and preparation of samples are performed in accordance with established sampling methods and techniques; review and approve documentation and records to ensure a valid chain-of-custody.
- 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.
- Oversee the maintenance of appropriate and accurate records of inspection sampling and enforcement activities; collect, gather, and analyze data and develop a variety of reports.
- Respond to spills and emergencies.
- Participate in audits of the pretreatment program by outside auditors and implement corrective actions to address deficiencies.
- Ensure that all established safety procedures are followed and that all required safety equipment is available and utilized
- Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of lead supervision and training.
- Principles, practices, operations, services, and activities of comprehensive industrial monitoring, source control, and enforcement program development and implementation.
- Modern and complex principles and practices of sampling, inspection, investigation, and enforcement.
- Advanced methods, techniques, materials, equipment, and tools used in field monitoring and sampling.
- Industrial processing and manufacturing techniques.
- Chemical, physical, and bacteriological characteristics of wastewater.
- Collection, preparation, and preservation techniques for a variety of wastewater constituents.
- Basic and advanced arithmetic and statistical techniques.
- Occupational hazards, standard safety training, and 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 and reporting.
- 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 District staff.

**Ability to:**

- Plan, schedule, assign, and oversee activities of source control staff.
- Inspect the work of assigned staff and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Perform the most complex inspection and enforcement duties in support District's source control program.
- Operate wastewater sampling and monitoring equipment.
- Collect, prepare, and preserve a variety of wastewater constituents.
- Compile, evaluate, and interpret data from multiple sources.
- Perform accurate mathematical and statistical calculations.
- 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 and/or stressful situations.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- 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.

1. Equivalent to the completion of the twelfth grade supplemented by two years college level course work in science or related technical area with major course work in chemistry; AND,
2. Five (5) years of increasingly responsible experience inspecting industrial processes or enforcement of environmental protection programs, including three (3) years of experience comparable to a Source Control Inspector II.

**Licenses and Certificates:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain a Grade II Environmental Compliance Inspector certificate issued from the California Water Environment Association within 12 months of date of employment.

**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 a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District, meeting, and inspection sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field operations classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and sampling equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**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.