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 or direction, performs a variety of technical duties in support of the District’s source control program to include Emerging Pollutants of Concern (EPOC) impacting the Ground Water Replenishment System (GWRS). Work involves performing field inspection and enforcement for the protection of public health and safety in the areas of water quality, pollution control, and overall environmental protection; inspecting, monitoring, tracking, and identifying sources of pollutants discharged or potentially discharged to the sewer system; inspecting, monitoring, and tracking EPA categorical industries for compliance with District discharge permit regulations, the District Wastewater Discharge Ordinance, and EPA guidelines; participating in a variety of programs for the protection of public health and safety; and incorporating public education in daily work.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision or direction from the assigned supervisory or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

**Source Control Inspector I** – This classification is the second of four (4) levels within the source control inspection job 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. This class is distinguished from the Source Control Inspector II by the performance of the more routine tasks and duties. Assignments are well-defined but require initiative and the exercise of judgment.

**Source Control Inspector II** – This classification is the third of four (4) levels within the source control inspection job series. Incumbents perform the full range of source control inspection and enforcement duties. Positions at this level receive 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 on completion and for overall results.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

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.

- Inspects industrial facilities under permit for wastewater discharge for compliance with the District’s Industrial Waste Ordinance.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices,
and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.

➢ Inspects industrial facilities to determine if regulation is necessary; evaluates processes and makes preliminary determination of applicable categorical designation.

➢ Evaluates the operation and adequacy of physical, chemical, and biological industrial wastewater treatment systems and instrumentation; reviews industrial processes and recommends pretreatment options as necessary.

➢ Reviews and evaluates the adequacy of systems and programs designed to prevent and contain chemical spills and to minimize the discharge of chemicals into the sewage system.

➢ Identifies existing or potential industrial waste problems with manufacturing processes, wastewater pretreatment systems, and operational techniques; recommends corrective action to ensure long-term compliance with District discharge standards.

➢ Identifies 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 (OCWD).

➢ Performs or participates 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; educates the public and industry representatives regarding pollution prevention and compliance; inspects waste hauler facilities; investigates illegal discharges; assists with permitting; coordinates investigations with outside agencies; provides field training of new employees.

➢ Disseminates information and educates industries regarding District requirements, policies, procedures, and related information as requested.

➢ Coordinates and conducts 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.

➢ Represents the District at outside agency meetings.

➢ Collects and evaluates wastewater samples from industries prior to discharge to the District’s sewage system; preserves and prepares samples for chemical analysis according to established sampling methods and techniques; prepares documentation and records to ensure a valid chain-of-custody.

➢ Evaluates the adequacy of sample points; determines types of samples needed; selects necessary equipment; collects wastewater samples from industries including instantaneous grab samples and 24-hour composite samples.

➢ Collects 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.

➢ Coordinates and assists in the enforcement of the District’s Industrial Waste Ordinance; plans and implements approved covert investigations as appropriate.

➢ Performs follow up work on both formal and informal enforcement actions related to noncompliant events; monitors industry compliance with Probation Orders and Enforcement Compliance Schedule Agreements sent to industries to ensure implementation of specified corrective or compliance actions and requirements.

➢ Participates in mandatory compliance meetings held with noncompliant industries; provides evidence and relevant information at permit suspension and revocation hearings, as well as in formal court proceedings.

➢ Maintains 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; prepares memos and documents for inter-office, inter-divisional and inter-departmental communications.

➢ Responds to spills and emergencies.

➢ Performs work in compliance with established safety procedures utilizing all required safety equipment.
➢ Performs related duties as assigned.

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.
➢ Basic and advanced arithmetic and statistical techniques.
➢ Modern office practices, methods and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
➢ English usage, spelling, vocabulary, grammar, and punctuation.
➢ Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District 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.
➢ Utilize a computer, relevant software applications and/or other equipment.
➢ 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.
➢ Work extended hours, including nights, weekend and holidays when necessary.
➢ Work independently in the absence of supervision.
➢ Adhere to safe work practices and procedures in the workplace.
➢ Effectively communicate in person, over the telephone, and in writing.
➢ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
➢ Operate a motor vehicle to travel to various District sites, projects and/or meetings.
➢ 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 G.E.D., supplemented by specialized training or coursework in chemistry or a directly related field; AND
2. One (1) year of work experience in a field related to environmental protection that involved sampling and inspection of industrial processes.

**Licenses and/or Certifications:**
➢ Valid California Class C Driver’s License.
➢ Must obtain a valid Grade I Environmental Compliance Inspector Certification from the California Water Environment Association within 24 months of date of employment.

**Source Control Inspector II**

1. High school diploma or G.E.D., supplemented by two (2) years of college level coursework in chemistry or a related field; AND
2. Three (3) years of experience inspecting industrial processes at a level comparable to a Source Control Inspector I with the District.

**Licenses and/or Certification:**
➢ Valid California Class C Driver’s License.
➢ Valid Grade II Environmental Compliance Inspector Certification from the California Water Environment Association.

**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.

**Standby and Call Back:**
Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

**PHYSICAL DEMANDS**

Must possess mobility to work in industrial and commercial sites to perform inspections; ability to travel to various District sites, projects and/or meetings; 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
around 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.