

**City of San José**  
**CLASS SPECIFICATION**

**Title: Environmental Inspector I/II (5225/5224)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision (Environmental Inspector I) or direction (Environmental Inspector II) performs a variety of professional inspection and investigation duties to ensure compliance with local, state, and federal environmental regulations. Interprets and enforces regulations by determining severity of enforcement violations and reviewing data or observation actions to assess violations. Conducts inspections of industrial, commercial, residential, construction, post-treatment, solid waste and institutional facilities for compliance with federal, state and local codes and regulations. Prepares a variety of technical and regulatory reports and maintains program records. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Environmental Inspector I/II is the flexibly staffed entry/journey level class in the Environmental Inspector series, described as follows:

Environmental Inspector I - This is the entry-level class in the Environmental Inspector classification series responsible for providing professional support to assigned environmental operations and/or programs. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Environmental Inspector II level and usually exercise less independent discretion and 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. As experience is gained, assignments become more varied and are performed with greater independence. The Environmental Inspector I is distinguished from the Assistant Environmental Inspector in that the latter class performs sampling and more limited basic inspections.

Environmental Inspector II - This is the journey-level classification in the Environmental Inspector classification series responsible for performing the full range of professional inspection support duties for environmental operations and programs. Incumbents are expected to work independently and exercise 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. The Environmental Inspector II is distinguished from the Senior Environmental Inspector as the latter class is responsible for leading or managing projects as well as having full supervisory authority.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

***Environmental Inspector I***

A Bachelor's Degree from an accredited college or university in Environmental Science, Engineering, Biology, Chemistry, or a closely related field.

***Environmental Inspector II***

A Bachelor's Degree from an accredited college or university in Environmental Science, Engineering, Biology, Chemistry, or a closely related field AND two (2) years of increasingly responsible experience in environmental inspection and/or environmental consulting experience in assessing industrial,

**City of San José**  
**CLASS SPECIFICATION**

**Title: Environmental Inspector I/II (5225/5224)**

commercial, residential, and/or institutional facilities for compliance with Federal, State, or local codes OR equivalent experience in laboratory work, hazardous materials, or process control.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid State of California driver's license.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Building Trust - Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments and behaves in an appropriate manner.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

**City of San José**  
**CLASS SPECIFICATION**

**Title: Environmental Inspector I/II (5225/5224)**

- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance)**

- Specific positions may require designated coursework and/or training depending on the duty assignments.
- Conflict Management - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.
- Social Awareness - Demonstrates the ability to read or sense other people's emotions and how they influence the situation of interest or concern. Demonstrates empathy and organizational awareness.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Reviews and writes technical and/or regulatory reports, analyzes and interpret data, writes and issues enforcement actions, utilize data filing and management systems to store and retrieve information, communicates requirements to stakeholders; works with database administrators to correct database data entry, forms, and reports as necessary.	Daily/Several Times
2.	Prepares inspection reports, spreadsheets, graphs, and associated calculations. Maintains timelines for mandated periodic inspections and reporting to operators and regulatory agencies.	Daily
3.	Inspects a wide variety of industrial, commercial, institutional, residential, construction, and/or landfill sites for compliance with applicable federal, state, and local codes and regulations. Determines applicable regulations and/or permit conditions, site-specific conditions, and application of appropriate education and enforcement actions.	Daily
4.	Reviews plans, permits, data, reports, and other documentation and conducts inspections to ensure sites are compliant with applicable regulations; communicates findings to stakeholders.	Weekly
5.	Develops and maintains working relationships with representatives from a variety of stakeholders, including but not limited to, industrial, commercial, and institutional entities, facility operators, regulatory agencies, peer and/or partner agencies, property owners, developers, and construction contractors.	Weekly

**City of San José**  
**CLASS SPECIFICATION**

**Title: Environmental Inspector I/II (5225/5224)**

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FREQUENCY*</b>
6.	Analyzes and interprets data from a variety of sources, including but not limited to: field monitoring, laboratory analyses. Develops appropriate sampling plans to fulfill regulatory requirements and/or support enforcement actions.	Weekly
7.	Provides education and outreach on program policies and applicable regulations through presentations and distribution of technical materials; supports development of program policies and best management practices; trains new inspectors on standards, practices and procedures.	Weekly
8.	Participates in developing and implementing policies, procedures, enforcement guidelines and technical protocol to include: determining level and format for policy implementation; reviewing existing policies; and, determining customers and other stakeholders involved. Works with other team members and supervisor to encourage consistency and uniformity in enforcement and other regulatory actions.	Weekly
9.	Investigates complaints and reports of non-compliance; conducts site visits and responds to complaining parties.	Weekly
10.	Under the direction of upper management, collaborates with regulatory agencies on complex issues to achieve compliance.	Weekly
11.	Responds to emergency spills; notifies correct contacts of spill or illicit discharge; oversees and/or monitors clean up to ensure compliance.	Weekly
12.	Participates in regular training to stay current on new products, technology, and safety procedures.	Weekly
13.	Ensures compliance with safety policies, procedures and practices during field operations, including the proper use of Personal Protective Equipment.	Intermittent
14.	Conducts field monitoring and visual assessment, including sample collection and atmospheric testing, to determine compliance with local, State and Federal requirements.	Intermittent
15.	Supports issuance of environmental control permits or authorizations; interprets associated local, State, and Federal regulations to determine proper control mechanisms.	Intermittent
16.	Performs other related duties as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public.

**City of San José**  
**CLASS SPECIFICATION**

**Title: Environmental Inspector I/II (5225/5224)**

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to field inspection, possess ability to:

- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

**CLASSIFICATION HISTORY** *Formerly Source Control Inspector I/II, Rev. 8/01, Rev. 06/17; s002/s003*