

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

**JOB DESCRIPTION TITLE: ENVIRONMENTAL INSPECTOR, SENIOR**

<b>CLASS CODE:</b> 5223		
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY:**

Supervises environmental Inspectors and ensures compliance with local, state, and federal environmental protection programs.

**DISTINGUISHING CHARACTERISTICS:**

The Environmental Inspector, Senior is the fourth in the four level environmental inspection series, and is responsible for supervising the other three levels. The Environmental Inspector, Senior is distinguished from the Environmental Inspector II by its responsibility of leading or managing projects as well as having full supervisory authority.

**QUALIFICATIONS**

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

**Education and Experience:**

Bachelor's Degree in Environmental Science, Biology, Chemistry, or a closely related field, including two semesters (or equivalent quarter units) of college level chemistry and four (4) years of laboratory, hazardous materials, process control experience, or environmental inspection; including two years of lead or project management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements:**

- Valid California driver's license
- Ability to obtain an Environmental Compliance Inspector Grade III Certification or Hazardous Materials Inspection Certification may be required.

**Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):**

- Knowledge of principles and practices of supervision.
- Knowledge of the effects of toxic pollutants in the sewer and storm collection systems, and the water pollution control plant.
- Knowledge of Health & Safety issues
- Knowledge of emergency procedures involved in chemical spills.
- Knowledge of inspection methods, sample, taking, and testing procedures.
- Knowledge of computer programs related to source control and storm water inspection programs.
- Ability to prepare clear and concise reports and to present them effectively both orally and in writing
- Ability to deal tactfully with the public, industrial and representatives of the tributary agencies, and **with the State and Federal officials.**

**Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):**

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- Knowledge of industrial waste pollution control principles and pollution prevention strategies.
- Knowledge of Federal and State regulations governing industrial wastewater and stormwater discharges and related regulations.
- Knowledge of industrial processes and state-of-the-art pretreatment systems.
- Knowledge of stormwater inspections of facilities and the handling of illegal discharges into the storm collection system.
- Ability to perform complex inspections of industries.
- Ability to supervise and train staff in professional and technical aspects of industrial waste source control inspections their inspection programs.
- Ability to read and interpret plans, maps and blue prints.
- Ability to operate sampling and chemical testing equipment.
- Ability to assign and coordinate work activity.

<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>FRE-QUENCY</b>
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; providing technical guidance to staff; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.	Daily 30%
2.	Manages staff inspecting industrial, commercial, residential, and institutional facilities for compliance with federal, state and local codes and regulations including: determining applicable regulations; determining the frequency of inspections; and reviewing compliance with permit conditions.	Daily 15%
3.	Manages staff that are addressing illegal discharges into the sewer and storm distribution systems and determining the appropriate actions for mitigating these impacts and any legal actions	Varies 0 – 15%
3.4.	Reviews notices of violations, permits, fact sheets and other documents prepared by the inspectors and technicians to determine if documents are complete and accurate and enforcement actions are appropriately applied.	Daily 25%
4.5.	Reviews new and revised regulations and procedures to ensure applicability to the program, determine how the regulations will be applied, determine the need for new guidelines, and determine if code requirements are practical, applicable and warranted.	Daily 5%
5.6.	Handles inquiries from the public relating to the pretreatment program and disseminates information as appropriate.	Daily 5%

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6.7.	Develops performance based goals and objectives of the inspection program to include reviewing budget implementation plan, determining the scope of the work and the means and measures for accomplishing tasks, evaluating program outcomes, and making changes as necessary to increase performance.	Weekly 10%
7.8.	Prepares semi-annual and annual reports to be submitted to the Regional Board and the EPA on companies in compliance with established guidelines and regulations for the pretreatment and the stormwater programs.	Weekly 5%
8.9.	Analyzes and interprets laboratory data from wastewater and stormwater source including: determining monitoring priorities; choosing sampling methodologies and pollutant parameters; developing site maps; and, preparing summaries of findings.	Varies 0 - 15%
9.10.	Oversees management of the database to ensure that appropriate level and detail are collected to allow adequate management of inspection frequency, enforcement response, and development or changes in pollution prevention programs.	Varies 0 - 15%
10.11.	Performs other duties of a similar nature or level.	As Required

**PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job):**

<input checked="" type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Kneeling	<input type="checkbox"/>	Crawling
<input checked="" type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Stooping	<input checked="" type="checkbox"/>	Fingering	<input checked="" type="checkbox"/>	Standing
<input checked="" type="checkbox"/>	Talking	<input checked="" type="checkbox"/>	Grasping	<input checked="" type="checkbox"/>	Walking
<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Feeling	<input type="checkbox"/>	Pushing
<input type="checkbox"/>	Crouching	<input checked="" type="checkbox"/>	Seeing	<input checked="" type="checkbox"/>	Pulling

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures and travel.

The job typically requires physical requirements defined as Medium Work.

\_\_\_ *Sedentary Work*: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

\_\_\_ *Light Work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

\_\_\_X\_\_\_ *Medium Work*: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

\_\_\_ *Heavy Work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

\_\_\_ *Very Heavy Work*: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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**CLASSIFICATION HISTORY:**

Revised 8/01; s002

Formerly titled Senior Source Control Inspector