

City of San José
CLASS SPECIFICATION

JOB DESCRIPTION TITLE: ENVIRONMENTAL INSPECTOR, ASSISTANT

| | | |
|---------------------------|-------------------------------|--------------------------------|
| CLASS CODE: 5226 | | |
| DEPARTMENT: Varies | ACCOUNTABLE TO: Varies | FLSA STATUS: Non-exempt |

CLASS SUMMARY:

Under immediate supervision, performs work of routine difficulty in industrial wastewater sampling and basic inspection work related to enforcement of municipal controls over industrial wastewater dischargers. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is the first of four levels in the Environmental Inspector series. An incumbent of this class performs routine sample gathering and sample analyses at industrial and commercial wastewater discharge sites. The Environmental Inspector, Assistant is distinguished from the Environmental Inspector I which is responsible for more inspections and investigations, and performs inspections and investigations that are more complex.

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:

Two years of college, including two semesters (or equivalent quarter units) of college level chemistry.

Licensing Requirements:

- Valid California driver's license

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

- Knowledge of methods for sample gathering and routine laboratory analysis techniques.
- Ability to maintain routine records.
- Ability to prepare routine reports.
- Ability to follow oral and written instructions.

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

- Knowledge of pretreatment equipment and its operation.
- Knowledge of municipal laws, rules, regulations and/or ordinances related to discharge of wastewater.
- Knowledge of industrial wastewater sampling procedures and testing.
- Knowledge of procedures required for calibration of instrumentation.
- Ability to perform routine maintenance and cleaning of source control section equipment.
- Ability to respond to chemical/solvent liquid spills and to provide guidance in proper clean-up techniques.

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| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (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: | FREQUENCY |
|----------|---|-------------------|
| 1. | Performs basic inspections of industrial, commercial, residential, and institutional facilities for compliance with federal, state and local codes and regulations. | Daily 5-10% |
| 2. | Collects samples at industrial and commercial wastewater discharge sites, and delivers them to the laboratory for analyses following approved chain of custody procedures. | Daily 15% |
| 3. | Inspects pretreatment equipment, such as metal removal tanks, screens, flow meters, recorders, pH meters and automatic, sequential, and manual wastewater samplers for proper operation. | Daily 5% |
| 4. | Performs on-site pH and toxic metals tests. | Daily 5% |
| 5. | Maintains records of samples collected, and prepares routine reports. | Daily 5% |
| 6. | Explains and enforces municipal laws, rules, regulations and/or ordinances related to discharge of wastewater. | Weekly 5% |
| 7. | Explains industrial wastewater sampling procedures and testing. | Weekly 5% |
| 8. | Reports any inoperative or malfunctioning pretreatment equipment to the inspected industry's designated personnel. Alerts supervisor of any potential violations. | Varies 1-15% |
| 9. | Responds to chemical/solvent liquid spills to provide guidance in proper clean-up techniques. | Monthly 5% |
| 10. | Performs routine calibration of monitoring instrumentation and routine maintenance and cleaning of inspection section equipment. | Quarterly 15% |
| 11. | May perform routine analyses of collected samples | Varies 0-15% % |
| 12. | 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 |

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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.

CLASSIFICATION HISTORY

Revised 8/01, S001

Formerly titled Source Control Technician