



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Source Control Inspector I/II
------------------	-------------------------------

GENERAL PURPOSE

Under general supervision (Source Control Inspector I) to direction (Source Control Inspector II), inspects pretreatment processes to ensure users are in compliance with mandated requirements; inspects customer facilities to ensure compliance with District ordinances and regulations regarding the use of reclaimed water; develops, implements and maintains Source Control program documentation and databases; when assigned to plan check, receives and reviews new Commercial Waste Discharge Applications and assesses for pre-treatment requirements and issues, and reads and interprets drawings and specifications for compliance with standards, rules and regulations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Source Control Inspector I: This is the entry-level classification in the Source Control Inspector series. Initially under close supervision, incumbents learn and perform routine inspection processes in conjunction with the District’s Environmental Compliance Source Control programs. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Source Control Inspector II level but are not expected to function at the same skill 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.

Source Control Inspector II: This is the fully qualified journey-level classification in the Source Control Inspector series. Positions at this level are distinguished from the Source Control Inspector I by the performance of the full range of duties as assigned, working independently, and exercising 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.

This class is distinguished from the Senior Source Control Inspector in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Source Control Inspector I) to direction (Source Control Inspector II) from assigned supervisory or management personnel.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Source Control Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Inspects and monitors a wide variety of commercial and industrial businesses to evaluate their operations for potential oversight issues, and to ensure compliance with District and regulatory requirements regarding composition and quantity of discharges into the wastewater collection system; prepares court-admissible documentation of all inspection activities.
- Investigates complaints regarding the use of reclaimed water and enforces compliance with relevant ordinances and regulations.
- Schedules and prioritizes workload, sets compliance deadlines and determines appropriate sampling procedure.
- Checks plans, specifications and documentation of new businesses for conformance with District regulations and standards and federal pretreatment requirements; communicates requirements for pretreatment and monitoring equipment to the businesses; performs onsite inspections to ensure compliance with approved plans for pretreatment systems and monitoring stations.
- Prepares Permit Fact Sheets, effluent limitations, monitoring requirements, reporting requirements and special conditions; writes and makes revisions to permits.
- Evaluates waste discharge application documentation; recommends proper control mechanisms; revises control mechanisms as needed to comply with changes in federal, state and local regulations.
- Coordinates District programs with other public agencies that discharge into the District's wastewater collection system; schedules and coordinates activities with customers and other District personnel.

- Assists in providing flow monitoring project services to other District departments.
- Organizes and carries out a program of sampling of each collector system for possible sources of pollutants; coordinates with District laboratory personnel regarding necessary analyses to carry out the sampling program.
- Regulates the discharge of storm-water to sewer; consults with wastewater reclamation facility personnel concerning impacts of commercial and industrial discharges on the operating efficiencies, operating costs and discharge compliance of wastewater reclamation facilities.
- Researches, assembles, integrates and analyzes information pertaining to various pretreatment and compliance issues; updates, manipulates and maintains databases, providing synthesis of available information; prepares comprehensive technical and policy-oriented reports.
- Designs, develops, recommends and coordinates various elements of the Source Control Program; recommends the adoption of policies and ordinance provisions.
- Represents the interests of the District at meetings, workshops, seminars, committees and outside organizations.

When Assigned to Plan Review:

- Receives and reviews Commercial User Waste Discharge Applications and assesses same for pretreatment requirements or issues.
- Reads and interprets plumbing drawings, plans and specifications for compliance with District standards and pretreatment requirements; if pretreatment is required, evaluates the project for the proper size and type of equipment; works with submitting customer for any changes required to the application.
- Coordinates plan check phases with the New Business Development department, as well as external agencies impacted by application approval; distributes plan check inspection to Source Control Inspectors for their action.
- Creates and maintains records to ensure the inspection database is current; trains staff on use of the database.
- Attends pre-construction meetings with contractors and developers to ensure they understand the District's pretreatment installation and inspection requirements.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Source Control Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Manufacturing processes as sources of industrial waste and their effects on wastewater treatment processes.
- Methods and techniques of conducting comprehensive source control inspections.
- Methods and materials used in wastewater system construction and maintenance.
- Permit processing rules, regulations, policies and procedures.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Categorical pretreatment standards.
- Operational aspects of pretreatment and wastewater treatment systems and processes.
- Principles and practices of complex record keeping.
- Principles and practices of sample preservation, sample handling, and ensuring chain of custody.
- Operational characteristics of monitoring and field testing equipment.
- When assigned to plan review, methods and techniques of reviewing and assessing applications for compliance with District standards.
- Methods and techniques of preparing technical reports and business documentation.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct a diverse range of source control inspections.
- Review requests and process permits in accordance with established guidelines and regulations.
- Read and interpret plumbing blueprints, drawings, specifications and technical manuals.

- When assigned to plan review:
 - Read and interpret drawings and specifications for compliance with District standards.
 - Review inspection reports for compliance with District standards.
- Prepare clear and concise records, reports, correspondence and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Source Control Inspector I: One (1) year of professional experience in supporting a source control or industrial waste inspection program.
- Source Control Inspector II: Two (2) years of progressively responsible professional experience in supporting a source control or industrial waste inspection program, or one (1) year as a Source Control Inspector I with the District.

Education:

- Source Control Inspector I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in chemistry, environmental science, engineering or a closely related field.

Licenses/Certifications:

- Source Control Inspector I/II: A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Source Control Inspector I: Grade I CWEA Environmental Compliance Inspector Certificate is desired.
- Source Control Inspector II: Grade II CWEA Environmental Compliance Inspector Certificate is desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; possible entry into confined spaces and the use of confined entry equipment; vision to inspect site conditions and work in progress; color vision to identify hazards during inspections, dye testing industries and water color issues. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and

Eastern Municipal Water District
Job Title: Source Control Inspector I/II
Last Update: March 2020

private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Source Control Inspector I/II class series are flexibly staffed; positions at the Source Control Inspector II level are normally filled by advancement from the Source Control Inspector I level; progression to the Source Control Inspector II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Source Control Inspector II level.

Eastern Municipal Water District
Job Title: Source Control Inspector I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Source Control Inspector I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____