

ORO LOMA SANITARY DISTRICT  
2600 GRANT AVENUE  
SAN LORENZO, CA 94580  
(510) 276-4700

## **INDUSTRIAL WASTE INSPECTOR**

### **DEFINITION**

Under general supervision of the District Engineer, conducts routine inspections, collects samples and conducts field analyses on wastewater and industrial wastes; conducts field investigations to determine and mitigate illicit wastewater discharges; contacts commercial and industrial customers concerning wastewater disposal services; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; prepares reports and issues administrative notices; and performs other duties as assigned.

### **SUPERVISION EXERCISED**

Exercises no supervision.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Inspect pretreatment facilities and processes of industrial and commercial establishments for compliance with the District's Wastewater Discharge Ordinance and Discharge Permits.
2. Determine appropriate sampling locations and collect samples of wastewater from industrial, commercial institutional sources, and residential sources.
3. Prepare notices of requirements of District regulations and monitor their progress towards compliance.
4. Develop and update industrial discharge permits.
5. Assist in enforcement of provisions of industrial, commercial and institutional waste permits, ordinances and applicable rules and regulations; issue correction and enforcement orders such as violation notices or cease and desist orders; may be required to make court appearances in contested situations.
6. Organize, maintain and document all information for enforcing the District Ordinances, as required by federal, state, and local requirements; analyze data by comparing test results to requirements.
7. Review industrial construction plans and specifications and make recommendations to ensure compliance with state, federal and local laws and regulations.
8. Respond to spills; ensure that spill procedures are followed, and that receiving waters and the sanitary sewer system are protected from any waste spills.
9. Perform field tests for acidity, alkalinity, chlorine demand, hydrogen sulfide and other chemical constituents to determine any harmful effects that discharges may have on the sewage system; may perform other routine laboratory tests on samples as necessary.

10. Prepare technical reports and perform special studies for the purpose of developing program strategies, developing training manuals and submitting reports to regulatory agencies.
11. Meet routinely with regulatory agencies for the purpose of intergovernmental cooperation and keeping abreast of legislative changes.
12. Investigate and trace the sources of illegal waste discharges entering the District's wastewater collection system.
13. Evaluate dischargers' activities and prepare data for Sewer Service Charge Program.
14. Perform project management and field inspections for projects within the collection system and the wastewater treatment plant.
15. Maintain an accurate and logical system for records storage and retrieval.
16. Perform routine maintenance on sampling equipment.
17. Act as public relations agent providing information and assistance to engineers, industrial, commercial and institutional company personnel, treatment plant operators and the general public.
18. Investigate citizen complaints concerning possible code violations, and work to improve community public relations.
19. Work within District safety guidelines.
20. Participate in divisional budget preparation; assist in administration and monitoring of budget.
21. Establish positive working relationships with District management and staff, other agencies and the public.
22. Perform other related duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:

1. Principles, practices, methods and terminology of wastewater treatment, industrial and commercial wastewater source control.
2. Common laboratory technology, equipment, apparatus, chemicals and equipment used in water quality analysis.
3. NPDES permit requirements, as applied to pretreatment activities.
4. Basic mathematics used to calculate measurements and calibrations; basic principals of chemical, biological and related sciences; basic practices and methods of chemical, biochemical, and bacteriological testing and

analysis.

5. Installation and maintenance principles and practices of waste control surveillance devices.
6. The likely effect of toxic industrial waste discharges on the wastewater treatment plant.
7. Piping equipment and processes.
8. Basic sampling, inspection, and auditing techniques.
9. District, federal and state (EPA, SWRCB and RWQCB) environmental, pretreatment, and pollution prevention regulations, and requirements for reporting and permitting.
10. Occupational hazards, safe work practices and standard safety procedures.

Ability to:

1. Perform sampling and standardized tests involving the chemical, biological and physical analysis of wastewater in accordance with accepted EPA methodologies; interpret the results of laboratory tests.
2. Conduct in-depth inspections/audits of industrial and commercial users.
3. Produce required pretreatment, pollution prevention reporting on time.
4. Assemble data and prepare reports; maintain records of testing and findings on all discharges and pretreatment activities.
5. Use arithmetic functions, including fractions and decimals.
6. Deal tactfully and work effectively with co-workers, representatives of the industrial, commercial and institutional community, and the general public.
7. Communicate regulations related to water pollution control orally and in writing to the public and affected industries.
8. Learn and interpret technical codes, ordinances and regulations.
9. Read, understand and follow posted work rules and procedures; follow oral and written direction; accept constructive criticism.
10. Work independently to implement pretreatment, pollution prevention and related programs.
11. Work at the wastewater treatment facility as an operator-in-training or certified wastewater treatment plant operator.
12. Operate a motor vehicle safely.

13. Communicate clearly and concisely, both orally and in writing.
14. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION GUIDELINES:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of responsible work experience in wastewater treatment or laboratory analysis, or related field. Investigative experience in law enforcement or code enforcement may be qualifying.

**Education:**

Equivalent to an Associate Degree from an accredited college or university with emphasis in physical or biological sciences, or completion of substantive laboratory science courses in chemistry, biochemistry and/or bacteriology.

**License or Certificate:**

Possession of, or ability to obtain, within two years of employment, an Environmental Compliance Inspector Grade II Certificate issued by the California Water Environment Association.

Possession of, or ability to obtain, an appropriate, valid driver's license; and a motor vehicle record which meets the District's Driving Standard Procedure No. I.A.5.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is exposed to wet/humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals; outside weather conditions. The employee is also required to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb or balance; lift and/or move up to 50 lbs.; use hands to finger, handle or feel; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. The employee may experience exposure to cold, heat, extreme noise, outdoors, confining workspaces, electrical hazards, vibration, chemicals, dust, domestic waste, mechanical hazards, and explosive materials. The employee is also required to perform duties on city streets and highways within active traffic. The noise level in the work environment is usually moderate. As needed, the employee works indoors, in an office setting, climate controlled.

**Effective Date:** September 1992

Updated by A. Simion: February 3, 2006

Approved by Board: July 5, 2006

Updated by: B. Halsted & A. Simion

Updated on: April 28, 2016