

EL DORADO IRRIGATION DISTRICT
Class Specification

**CLASS TITLE: Environmental Compliance Inspector I/
Environmental Compliance Inspector II**

DEFINITION

Under supervision performs water quality sampling and testing; conducts inspections and testing of backflow assemblies; issues wastewater discharge permits and performs inspections of industrial and commercial wastewater services; performs inspections of recycled water systems; and provides technical assistance and outreach to ensure compliance with the District's environmental programs and systems.

DISTINGUISHING CHARACTERISTICS

Environmental Compliance Inspector I - This is the entry level class in the Environmental Compliance Inspector series. Positions in this class typically have little or no directly related work experience. The Environmental Compliance Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Environmental Compliance Inspector II - This is the journey level class in the Environmental Compliance Inspector series and is distinguished from the I level by the assignment of the full range of duties, including but not limited to, assignment of complex projects, permitting, assisting in the development and implementation of administrative regulations and standard operating procedures and regulatory compliance reporting in one or more of the Environmental Compliance Division's programs. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Environmental Compliance Inspector I/II

Receives direct supervision from assigned management personnel; may receive technical and functional supervision from lead personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Performs inspections, maintenance, and testing of commercial, residential, and District backflow prevention assemblies to ensure compliance with regulatory and District design and construction standards. Schedules for testing, maintains related records, initiates necessary enforcement activities, notices, and permitting activities and outreach.

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Conducts periodic water use surveys of residential, commercial, irrigation, industrial, multi-residential properties or accounts; inspects and identifies cross-connection and/or backflow issues that may impact the safety of the public water supply.

Collects and conducts water quality samples from various District conveyance systems consistent with laboratory quality control measures and procedures; performs a variety of tests in the field and in a laboratory setting. Maintains records of tests, results and reporting instruments pursuant to internal and external laboratory requirements.

Inspects on-site residential, commercial, industrial and recycled water systems; ensures compliance with various regulatory and District standards for use of recycled water; maintains logs and required documentation of activities; prepares regular and periodic reports and studies to meet compliance requirements.

May assist and/or conduct administrative activities associated with the District's recycled water, cross connection control, Industrial Pretreatment and Pollution Prevention Program (IPP), and hazardous waste programs, including the control of Fats, Oils, and Grease (FOG) program; provide technical assistance and public outreach in accordance with regulatory and District requirements.

Provides information to recycled water users, commercial enterprises, contractors, designers and developers; explains District policies, procedures and regulations for the use of recycled water, IPP, FOG, and related compliance and regulatory issues.

Performs and documents industrial pretreatment inspection of commercial and industrial wastewater customers to identify the wastewater generating processes and wastewater treatment equipment to ensure compliance with the District's pretreatment regulations; reviews, approves, and issues wastewater discharge permits.

Develops and implements administrative regulations and standard operating procedures for District staff to support proper handling, storage, and disposal of hazardous and universal wastes. Responds to regulatory inspections to correct any violations at District facilities through assistance of District staff or contractors as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Environmental Compliance Inspector I

Knowledge of:

Basic techniques and methods collecting water samples and performing field tests related to water quality. Basic chemistry and microbiology. Procedures for inspecting, testing, and repairing backflow prevention assemblies and cross connection devices. Procedures for inspecting wastewater

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pretreatment systems and collecting wastewater samples. Procedures for review of recycled water irrigation plans and inspecting recycled water irrigation systems. Basic understanding of applicable local, State, and Federal rules and District policies and regulations related to recycled water, IPP and hazardous waste. Effective and business correspondence and technical report writing.

Skill/Ability to:

Effective customer service skills and ability to provide technical assistance to customers. Assist external and internal departments, personnel and regulatory agencies on the proper handling, storage and disposal of hazardous and universal waste. Basic understanding of engineering reports, irrigation and user reclamation plans, parcel maps, and water system maps. Perform mathematical calculations quickly and accurately.. Use a variety of modern office equipment and computing software applications. Ability to learn and to perform all job functions effectively. Analyze and compile technical and statistical data and special reports. Prepare and maintain complete records and logs of field and laboratory activities. Use common hand tools. Learn and understand local, State, and Federal codes and regulations related to water quality and safe drinking water standards. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment and devices; interpret work orders. Intermittently, sit while studying or preparing reports; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Experience and Education:

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

Experience:

One year of water construction, water distribution operation, wastewater collection, or water treatment. Cross-connection inspection, industrial pretreatment, wastewater treatment, or recycled water inspection experience is desirable.

Education:

Equivalent to an Associate's degree from an accredited college with major course work in microbiology, chemistry, environmental science or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of an American Water Works Association (CA-NV) Backflow Prevention Assembly Tester Certificate.

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Possession of American Water Works Association (CA-NV) Cross Connection Control Specialist Certificate.

Possession of a valid Water Distribution Operators Grade 1 (or higher) Certificate issued by the State of California Department of Public Health.

Possession of Grade 1 Environmental Compliance Inspector certificate issued by the California Water Environment Association may be required based on assignment of program responsibilities.

Possession of a Grade 1 Water Treatment (T1) Certificate from the California State Water Resources Control Board is highly desired.

Environmental Compliance Inspector II

In addition to the qualifications for the Environmental Compliance Inspector I:

Knowledge of:

Advanced methods and practices of the operation of recycled water use programs, IPP and disposal of hazardous waste, FOG, and emergency response. Techniques and methods of collecting water samples and performing field tests related to water quality. Chemistry and microbiology. Applicable local, State, and Federal rules and District policies and regulations related to recycled water, IPP and hazardous waste. Practices of developing and presenting public information and the development of a variety of methods of outreach and public information media. Parcel mapping and irrigation plans. Modern computer software programs. Effective and factual business correspondence and technical report writing.

Skill/Ability to:

Effective customer service skills and ability to provide technical assistance to customers, developers, and contractors regarding establishment and use of recycled water services, including developing and making public presentations. Coordinate with external and internal departments, personnel and regulatory agencies on the proper handling, storage and disposal of hazardous and universal waste. Read and interpret engineering reports, irrigation and user reclamation plans, parcel maps, and water system maps. Analyze data, conduct research, and prepare business correspondence. Analyze and compile technical and statistical data and special reports. Prepare and maintain complete records and logs of field and laboratory activities. Understand and perform work in compliance with local, State, and Federal codes and regulations related to water quality and safe drinking water standards.

Experience:

Two years of responsible experience similar to Environmental Compliance Inspector I with the El Dorado Irrigation District.

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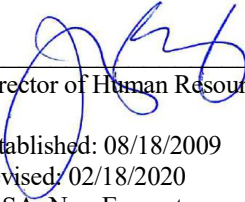
SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a Water Distribution Operators Grade 2 Certificate issued by the California State Water Resources Control Board.

Possession of Grade 2 Environmental Compliance Inspector certificate issued by the California Water Environment Association. Grade 2 may be required based on assignment of program responsibilities.

Possession of a Grade 2 Water Treatment (T2) Certificate from the California State Water Resources Control Board is highly desired.

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|  _____ Director of Human Resources | <u>03/10/2020</u> Date |
| Established: 08/18/2009 Revised: 02/18/2020 FLSA: Non-Exempt Unit: Level I-Non-Safety; Level II-Safety | |