



Title: Environmental Compliance Inspector

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to perform technical work to ensure compliance with permit requirements, ordinances, and federal and state regulations regarding wastewater industrial pretreatment, potable and non-potable water, biosolids, air/odors and storm water. This is accomplished by collecting samples from and inspecting industrial users for compliance; collecting samples from the City’s distribution systems, water treatment facilities and wells, water reclamation treatment, distribution and recharge facilities; preparing correction and violation notices; preparing reports; conducting building plan review and construction inspection. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	In accordance with Federal, State, and Local requirements, operates water and wastewater samplers and flow recorders to collect and preserve wastewater and water quality samples from distribution systems, well sites, water treatment plants, residential/commercial customers, sewer manholes, water holding tanks, and water reclamation plants.
2	M	Conducts inspections of commercial establishments; inspects pretreatment and waste control devices/processes for compliance with standards and regulation governing grease traps and oil separation; inspects dimensions, specifications, operations, and maintenance of pretreatment and waste control devices/processes and verifies recordkeeping. Conducts building plan review to ensure compliance with City Code for pretreatment devices and installation. Inspects new construction and recommends alternative process techniques to waste treatment devices to maintain compliance.
3	L	Assists in writing new industrial waste discharge permits. Reviews industrial waste discharge permits and takes appropriate follow-up actions such as conducting inspections and issuing violations for commercial/residential environmental incidents.
4	L	Investigates wastewater odor or drinking water quality complaints and



		recommends action. Assists in conducting flow studies of City sewer mains and water systems as required. Responds to customer concerns regarding water quality or related issues.
5	L	Explains and interprets City ordinances, guidelines, codes, Federal Laws and regulations, and other guidelines related to water and wastewater quality.
6	L	Performs administrative duties by preparing written reports and entering inspection, flow studies and sampling event results to maintain up-to-date and accurate computer databases. Prepares reports and attends meetings as required.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements

Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform to job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear to find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation safe operation of facility, safety and development of safe work procedures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	One (1) Arizona Department of Environmental Quality (ADEQ) Grade II operator certification at time of hire. Valid Arizona Class "D" Drivers License upon hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "M"				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, in field
Sitting	O	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files, equipment
Carrying	F	Supplies, files, equipment
Pushing/Pulling	F	File drawers, tables and chairs, equipment/tools, hoses
Reaching	F	For supplies, for files, for equipment/tools
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	F	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	F	Filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Crawling	R	Under equipment
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	O	Stairs, ladders, onto equipment
Balancing	O	On step stools, on equipment
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, samplers, meters, variety of hand tools, trucks, manhole hooks, gas detectors, Microsoft Office and related software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards					F		Respiratory Hazards			D
Chemical Hazards					F		Extreme Temperatures			S
Electrical Hazards					O		Noise and Vibration			M
Fire Hazards					R		Wetness/Humidity			S
Explosives					R		Physical Hazards			D
Communicable Diseases					F					
Physical Danger or Abuse					O					

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, safety vest, safety footwear, gloves, safety glasses, ear protection.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			F
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			