



## **JOB DESCRIPTION**

**TITLE: ENVIRONMENTAL COMPLIANCE INSPECTOR**  
**STATUS: Union/FLSA Non-Exempt**  
**GRADE: 14**

### **JOB SUMMARY:**

Performs a variety of technical work in support of the District's industrial and commercial wastewater pre-treatment inspection programs in an effort to protect biosolids quality for beneficial reuse and the regional sewage system. This includes the inspection and monitoring of sewer discharge from a variety of industrial, commercial, and residential facilities for compliance with environmental laws, regulations, and standards.

### **REPORTING RELATIONSHIPS:**

This position reports to a Field Operations Manager. This position does not supervise other positions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Performs other duties as assigned.

- Inspects (or surveys) commercial businesses and industrial establishments to determine nature of business; the industrial user classification; the wastewater generating process; and the magnitude, type and impact of wastes produced; accurately document findings;
- Inspects commercial and industrial establishments for compliance with pretreatment regulations and environmental requirements and standards and performs monitoring and sampling activities needed to determine industry and business compliance;
- Enforces pretreatment, environmental, and grease regulations, requirements, and standards; implements and maintains enforcement tracking system;
- Develops, implements and maintains oil and grease prevention program including collection sampling and customer education;
- Develops public education materials including production of written documents, newsletter articles and brochures;
- Collects composite and grab samples from District wastewater collection system; conducts laboratory tests; coordinates analysis with contract laboratories; follows requirements for chain of custody and quality assurance/quality control (QA/QC) procures for legal defensibility of samples and determinations;
- Investigates odor complaints, high strength sewage issues, complaints regarding alleged violations of waste discharge standards including possible illicit discharges;
- Reviews industrial permits and monitors reports for compliance;
- Reviews blueprints to ensure proper sizing of fixtures and all required fixtures are connected to equipment;
- Schedules and conducts flow monitoring; gathers, collects and reports information and findings;
- Prepares and maintains a variety of records, files, and related documents including inspection reports and records on related activities; collects and calculates totals for monthly and annual reports; prepares correspondence and summary reports;

- Provides information, advises, and responds to inquiries from business owners and operators, developers, other governmental agency staff, and the public concerning environmental compliance regulations, requirements, and standards; and
- Operates, maintains, and calibrates related grease removal, flow monitoring, laboratory, sampling, and field analysis equipment and tools.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Related environmental regulations, requirements, and standards;
- Industrial pretreatment processes, operation and maintenance of wastewater collections systems, basic knowledge of wastewater treatment;
- Mechanical function and operation of grease removal, flow monitoring, laboratory, sampling, and field analysis equipment;
- Methods and principles of record keeping and report writing;
- Methods and principles of customer service;
- Laboratory, sampling, and testing procedures, practices, and techniques;
- Basic mathematical principles; and
- Related safety and hazard regulations, rules, and best practices.

**Skill in:**

- Investigating, recognizing violations, and enforcing compliance with regulations, requirements, and standards;
- Using judgment and appropriate communication and customer service skills in regards to enforcement activities;
- Analyzing data and reports;
- Reading, reviewing, and or interpreting plans, blueprints, and maps;
- Keeping up to date on, interpreting, applying, and articulating regulations, requirements, and standards;
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Experience/Education:** Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be two years of comparable and related inspection or wastewater collection system maintenance experience. An associate's degree in wastewater technology, biology, chemistry or related field is desirable.

**Licensing Requirements:**

Must possess and maintain a valid Washington State Driver's License and a Wastewater Collections I certification. Must have the ability to earn a Cross Connection Control Certification within two years of employment.

May possess and maintain a Washington State Commercial Driver's License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWDCDL program.

**WORKING CONDITIONS:**

Duties are primarily performed in the field and an office setting with exposure to various weather conditions and temperatures, confined spaces, industrial waste discharges, raw sewage, grease, oil, chemicals, mechanical parts, electrical currents, fumes, odors, inadequate lighting, intense noise, travel and traffic.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

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.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved:

Revised: August 2019