

**ENVIRONMENTAL COMPLIANCE INSPECTOR****DEFINITION**

Occupants of this classification are in the classified service. The positions assigned to this classification are responsible for enforcing various environmental programs and regulations such as the National Pollution Discharge Elimination System ( NPDES), the Fats, Oils, Grease ( FOG) and trash, recycling and food waste compliance programs and ensuring conformity with the City's various environmental and sustainability requirements.

**SUPERVISION RECEIVED AND EXERCISED**

The positions assigned to this classification report to the Environmental Programs & Operations Manager.

**ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Inspects municipal facilities, food services establishments, and commercial, industrial and construction sites to assess compliance with local, state and federal regulations pertaining to water quality, waste management and polystyrene/plastic bag guidelines.
2. Investigates complaints of potential violations related to polystyrene/plastic bag ordinances, and water quality and waste management regulations to determine the nature, source and extent of the problem; prepares reports to summarize the investigative findings; submits findings to the proper enforcement agency.
3. Investigates complaints of potential violations of illegal collection and hauling of waste, recycling, organics and construction and demolition debris to determine the nature, source and extent of the problem; prepares reports to summarize the investigative findings; submits findings to the proper enforcement agency.
4. Assists with the implementation of Best Management Practices (BMPs) to ensure proper storm water runoff, proper storage and containment of trash, recycling and organics materials.
5. Provides education on program policies and regulations including making presentations to staff and the general public; develops and distributes related technical materials.
6. Monitors contractual agreements for public litter collection and pressure washing services.
7. Recommends and implements strategic education and enforcement campaigns for problem areas such as restaurants.
8. Implements and Manages the City's FOG Program, including conducting field inspections; interacts with external agencies, property managers, developers and customers for matters related to the FOG program.

9. Performs routine inspections of commercial and multifamily trash enclosures to assess routine cleanliness and compliance with waste management.
10. Prepares written reports and correspondence; maintains files and records.
11. Coordinates work with other affected City department and divisions.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- ) Applicable local, state and federal laws, codes, ordinances, rules and regulations pertaining to environmental and water quality programs including the National Pollution Discharge Elimination System (NPDES) Program and the Fats, Oils Grease (FOG) program.
- ) Applicable local, state and federal laws, codes, ordinances, rules and regulations pertaining to environmental and waste management programs.
- ) Policies, principals and practices of environmental science.
- ) Investigative techniques, data compilation and reporting.
- ) Occupational hazards and safety practices.
- ) Customer service and conflict resolution techniques.
- ) Office procedures, practices and equipment including complaint tracking, digital photography and presentations software.

### **Skill and Ability to:**

- ) Communicate and deal tactfully and effectively with the public and fellow employees.
- ) Interpret and apply environmental safety policies, procedures, laws, rules and regulations
- ) Follow through on assignments.
- ) Make logical interpretations and conclusions after studying facts.
- ) Apply investigative techniques to assess compliance with appropriate ordinances.
- ) Provide effective customer service
- ) Use a personal computer and applicable software applications including complaint tracking software, Geographic Information Systems (GIS), digital photography and presentation software.
- ) Establish and maintain effective and cooperative working relationships with officials of public and private agencies, City Council, commissions, community groups, and the general public.

## **LICENSE AND CERTIFICATES**

Possession of valid California Class C Driver's License. Possession of a Certification as an Environmental Compliance Inspector Grade I/II issued by the California Water Environment Association is desirable.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: an Associate of Arts Degree from an accredited college or university in environmental management, environmental science, engineering or a related field and two years of experience performing public inspection services.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- ) Require vision (which may be corrected ) to read small print and computer screens.
- ) Require the mobility to stand,, stoop, reach and bend.
- ) Require the ability to stand for long periods.
- ) Require the ability to walk long distances.
- ) Perform lifting, pushing and/or pulling which does not exceed 50 pounds.
- ) May be required to work in inclement weather.
- ) May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- ) May be required to work evenings and weekends.