

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**November 2019**

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.*

**JOB TITLE: Senior Environmental Compliance Inspector**

**FLSA: Non-Exempt**

*Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (SVCW). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.*

**SUMMARY**

Under general supervision, conducts routine inspections, collects samples and conducts field analysis on industrial wastewater, groundwater discharges, stormwater and food establishment FOG collection systems. Conducts field investigations to determine and mitigate non-compliant discharges, prepares permit compliance and illicit discharge reports and must be familiar with all federal, state and local wastewater regulatory requirements, prepares regulatory reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- All SVCW employees shall work safely.
- Interacts with the public as an official regulatory representative of the Silicon Valley Clean Water.
- Surveys the SVCW service area to identify new industrial and stormwater dischargers and determines applicability of federal, state, local and SVCW Regulations.
- Inspects pretreatment facilities and processes of industrial commercial establishments for compliance with SVCW's Regulations and Industrial Discharge Permits.
- Assists in the preparation and development of Mandatory Wastewater Discharge Permits.
- Determines appropriate sampling locations and collects samples for wastewater discharges from industrial, commercial and institutional sources.
- Properly collects samples for stormwater discharges from industrial, commercial and institutional sources that require stormwater monitoring.
- Assists in the development of the semi-annual and annual SVCW pretreatment reports.
- Processes, prepares and tracks Non-Routine and Low Volume discharge permits.
- Identifies new Food Service Establishments and performs FOG inspections of regulated Food Service Establishments.
- Prepares the quarterly and annual FOG Reports. Assists in the preparation and monitoring of the annual budget for the Environmental Services Department.  
Provides stormwater inspections for the SVCW Member Agencies that currently contract with SVCW for these services.
- Provides technical guidance and support to the Environmental Compliance Inspectors and the Pollution Prevention Specialist.
- Coordinates inspection and start-up of groundwater sites; coordinates sampling schedules.
- Reviews applications, develops groundwater permits; accepts and evaluates groundwater permit applications.
- Monitors and tracks local, state, and federal environmental regulations; ensures compliance.
- Implements the SVCW Enforcement Response Plan and initiates enforcement proceedings

where necessary.

- Tracks in-house permits to assure SVCW's environmental compliance.
- Implements the SVCW Waste Management Program and assists with internal hazardous materials issues.
- Tracks all facility waste, coordinates sampling, arranges disposal.
- Informs SVCW staff of changing regulatory requirements and updates source control program documents.
- Reviews and interprets laboratory reports; prepares quarterly and annual reports.
- Assists with the Annual Flow and Loading Report.
- Tracks all facility permits for SVCW's equipment and locations; arranges for permit renewal; arranges annual inspections.
- Utilize LINKO software for Environmental Compliance data management.
- Performs a variety of other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

#### **Knowledge of:**

- Silicon Valley Clean Water policies and procedures.
- Silicon Valley Clean Water Enforcement Response Plan and the Code of Federal Regulations.
- Local, state, and federal Industrial Pretreatment, FOG and stormwater regulations.
- Inspection and enforcement procedures.
- Wastewater Treatment processes.
- Industrial pretreatment processes.
- Physical sciences such as chemistry, biology, engineering, and physics.
- Analytical laboratory equipment, chemical analysis field test kits and instruments.
- Safety policies and procedures.
- Modern office methods and procedures.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

#### **Ability to:**

- Review and interpret lab reports.
- Analyze complex environmental situations, data, and reports, draw sound conclusions, and offer recommendations.
- Administer programs and projects effectively.
- Work independently with minimal supervision.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.
- Perform basic field chemical analysis.
- Effectively organize and prioritize assigned work.
- Obtain certification in CPR and Basic First Aid.

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

### **EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

Bachelor's degree in biochemistry, chemistry, environmental engineering, environmental science, biology or a related field.

Three (3) years of increasingly responsible experience in industrial pretreatment processes, facilities management, or areas related to environmental compliance, hazardous materials management, and industrial inspection.

**CERTIFICATION and LICENSE:**

SCWEA Environmental Compliance Inspector Grade II certification.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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 regularly works outdoors and in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, odors, and gasses, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions, uses a vehicle and occasionally works evenings or on weekends and in dark (morning or night) light conditions. The employee will interact with businesses and industries in the service area with varying work environments. The noise level in the work environment is usually minimal. Safety is priority while performing all SVCW work tasks.