

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**February 2025**

**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.*

**SUMMARY**

Under general supervision, functions as a lead environmental compliance inspector in any of SVCW's environmental programs; evaluates wastewater discharge permit applications and develops permits; determines sewer users' applicability to SVCW and its participating member agencies' compliance programs; performs inspections, collects samples and conducts field analyses at industrial and commercial facilities and construction sites; conducts investigations to trace and mitigate the source(s) of non-compliant discharges; prepares regulatory, permit compliance and illicit discharge reports and must be familiar with all federal, state and local wastewater regulatory requirements; safely performs related work as required and other duties as assigned.

**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.*

- Interacts with the public as an official regulatory representative of Silicon Valley Clean Water (SVCW); represents SVCW in regional committees and at regulatory meetings; monitors and provides updates to SVCW staff on new and developing local, state, and federal environmental regulations; participates in community public outreach events.
- Surveys the SVCW service area to identify new industrial, commercial, and institutional facilities (Users); inspects pretreatment systems, devices, facilities and processes of Users and determines applicability of federal, state, and local regulations related to pretreatment, stormwater runoff, and control of Fats, Oils and Grease (FOG).
- Evaluates wastewater discharge applications; reviews and interprets laboratory reports; develops and issues permits following standard procedures, practices, policies and guidelines; calculates discharge limits using analytical data collected from recent and/or historical samples.
- Determines appropriate sampling methods, locations, and frequencies; collects samples for wastewater discharges from Users.
- Reviews and prepares various local, state and federal compliance monitoring reports related to SVCW's pretreatment, stormwater and FOG programs; identifies noncompliance, prepares and issues notices of violation; initiates enforcement actions, communicates requirements, documents follow-up actions and responses and provides guidance for Users to return to compliance.
- Coordinates investigations to mitigate and trace sources of illicit discharges entering wastewater and stormwater collection systems within SVCW's service area.
- Provides technical guidance and support to the Environmental Compliance Inspectors.
- Assists in the preparation and monitoring of the annual budget for the Environmental Services Division.
- Tracks in-house permits and monitors various internal activities and equipment to ensure SVCW's compliance with pertinent regulatory permit conditions and requirements; gathers data required to obtain permit renewals.
- Coordinates and participates in sampling and monitoring activities related to determining each SVCW Member Agency's flow and loading contributions; ensures proper sampling equipment, methods, and frequencies are implemented.

- Assists with implementation of SVCW's Waste Management Program; tracks facility waste, coordinates sampling for waste profiles and arranges for disposal.
- 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:**

- Principles, practices, techniques, and methods related to wastewater control, collection, analysis, treatment and disposal.
- Principles, practices, and techniques related to regulatory inspections and enforcement procedures.
- Basic principles of chemistry, biology, engineering, and physics.
- Safety methods, policies, procedures, and precautions involved in sampling wastewater and stormwater.
- SVCW policies, procedures, and Enforcement Response Plan.
- Local, state, and federal Industrial Pretreatment, FOG and stormwater regulations.
- Analytical laboratory equipment, chemical analysis field test kits and instruments.
- Office equipment and computer software applications related to the work.

### **Ability to:**

- Interpret applicable laws, regulations and ordinances.
- Read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters and gauges.
- Review and interpret lab reports.
- Analyze complex environmental situations, data, and reports, draw sound conclusions, and offer recommendations.
- Perform laboratory tests and basic field chemical analyses.
- Communicate effectively, both verbally and in writing.
- Work cooperatively and effectively with the public, business and industry representatives, regulatory officials, member agencies and co-workers.
- Work independently with minimal supervision.
- Work with accuracy and attention to detail.
- Operate computers and related software programs and applications.
- Effectively organize and prioritize assigned work.
- Obtain certification in CPR and Basic First Aid.

### **Interpersonal Effectiveness**

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 LICENSES**

Senior Environmental Compliance Inspector

- CWEA 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 accommodation 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, stand, walk, drive, lift and/or move objects. 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 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.*

Safety is priority while performing all SVCW work tasks. 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 low light (morning or evening) conditions. The employee will interact regularly with business and industry representatives in the service area under various work environments. The noise level in the work environment is usually minimal.

*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.*