

**CLASS SPECIFICATION****12/11/2008****CHIEF ENVIRONMENTAL COMPLIANCE INSPECTOR, 4289**

Summary of Duties: A Chief Environmental Compliance Inspector plans, organizes, and directs the work of Senior Environmental Compliance Inspectors engaged in industrial waste control and directs or assists in directing City-wide inspection and investigation of the disposal of industrial wastes and of private solid waste handling facilities.

Distinguishing Features:

A Chief Environmental Compliance Inspector is the technical and administrative head of a unit responsible for directing industrial waste field operations or a major function within that operation. In this class, an employee must make responsible decisions regarding office administration as well as interpret laws and ordinances pertaining to industrial waste disposal enforcement. A Chief Environmental Compliance Inspector also coordinates the activities of the field forces with those of sanitary engineering staff to ensure compliance with the requirements of the regulatory agencies, the Industrial Waste Surcharge Program, and other programs related to the enforcement of waste legislation. An employee in this class uses considerable initiative in performing the work assigned.

Example of Duties:

- Plans, organizes, coordinates, and directs the work of an enforcement section consisting of a large group of inspection personnel including Senior Environmental Compliance Inspectors;
- Serves as an assistant to the head of the Research and Planning Division and makes recommendations affecting Bureau policies;
- Appears before the Board of Public Works to present reports of testimony about industrial waste operations;
- Meets with industry leaders to discuss and recommend various types of pre-treatment procedures required before discharging waste into the sewer system;
- Works in conjunction with the City Attorney in matters involving civil and/or criminal actions related to industrial waste disposal;
- Recommends rate changes and solutions for industrial waste disposal problems;
- May serve as a member of various committees;
- Performs the more difficult industrial waste studies and investigations and prepares the more specialized or complex reports;
- Coordinates the work of the inspection personnel with sanitary engineering staff;
- May plan, direct, and coordinate the work of all City inspection districts, city-wide monitoring and special investigation units;
- May supervise other Chief Environmental Compliance Inspectors;

- Communicates equal employment opportunity information to employees; apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Requirements of the City of Los Angeles governing the treatment control and discharge of industrial and solid wastes into sewers, storm drains, channels, water courses, transfer stations, ditches, and sanitary landfills;
- Methods, installation, maintenance, and operation of facilities used in the control of industrial wastes preparatory to discharge into sewers, storm drains, and other water courses;
- Inspection methods, sampling, and testing procedures used in obtaining and testing landfill gas, industrial wastes, and sewage;
- Inspection methods for solid waste transfer stations and landfills;
- Safety principles and practices;
- Supervisory principles and practices including planning, delegation, and controlling the work of subordinates;
- Training, instructing and evaluating subordinate work performance;
- Counseling, disciplining, and motivating subordinate personnel;
- Supervisory responsibility for equal employment opportunity laws and regulations;
- Policies, procedures, and functions of the Bureau of Sanitation as related to the control of industrial wastes, and the disposal and transfer of solid wastes;
- Materials and equipment used in the treatment, discharge and control of industrial wastes;
- Methods, procedures, practices, materials, and equipment used in the application of chlorine and other chemicals used in the treatment of sewage and industrial wastes;
- Pump and pipeline maintenance operations as related to sewage and storm drain systems;
- City personnel rules, policies, and procedures;
- Memoranda of Understanding as they apply to subordinate personnel.

Ability to:

- Inspect floor drains, sand traps, settling tanks, grease removal equipment, measuring and recording devices, and similar equipment for conformance with specifications and provisions of permits;
- Explain and enforce laws, ordinances, and regulations concerning industrial waste disposal into sewer and storm drain systems, and solid waste transferring and disposal;
- Inspect sewers, storm drains, channels, and water courses for pollution from industrial wastes;
- Interpret laboratory reports;
- Prepare clear and concise reports, maintain accurate records, and make recommendations;
- Deal tactfully and effectively with subordinates, other City employees, representatives of commercial and industrial firms, and the general public;
- Plan, supervise, and review the work of subordinates engaged in industrial waste control

activities;

- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply supervisory principles and techniques;
- Direct a City-wide industrial waste inspection program;
- Provide administrative and technical supervision and coordination for the work of an inspection unit;
- Discuss engineering problems with professional personnel;
- Read and interpret construction plans, specifications, sewer record maps, and plans.

Requirements: One year of full-time paid experience in the City of Los Angeles as a Senior Environmental Compliance Inspector.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds, also good hearing and speaking ability and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.