

**CLASS SPECIFICATION****12/11/2008 SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR, 4293**

Summary of Duties: A Senior Environmental Compliance Inspector assigns, reviews and evaluates the work of a group of Environmental Compliance Inspectors engaged in making inspections and investigations of industrial waste control and treatment facilities, and of the composition of industrial waste discharged into City sewers, storm drains, and watercourses, or any waters, surface, underground or saline, to ensure compliance with regulations governing disposal of industrial wastes. In addition, an employee in this class supervises the inspection of private solid waste handling facilities such as sanitary landfills and transfer stations, and personally makes the more difficult inspections and investigation; applies sound supervisory principles and techniques to build and maintain an effective workforce, fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features:

A Senior Environmental Compliance Inspector assigns, reviews and evaluates the work of a small group of Environmental Compliance Inspectors and other technical personnel in a district. An employee of this class recommends new industrial waste control installations or suitable modifications to existing facilities. A Senior Environmental Compliance Inspector also investigates difficult technical or public relations problems. Supervision received consists primarily of review of reports, recommendations, and results obtained.

Example of Duties:

- Assigns, reviews, and evaluates the work of a small group of industrial waste inspection personnel and personally performs the more exacting inspections, investigations and tests;
- Reviews reports and rough drafts or permits prepared by inspectors for accuracy, completeness, and conformance with departmental policies and procedures;
- Reviews reports made by wastewater collection personnel about unsatisfactory conditions encountered in pump and pipeline maintenance due to industrial waste disposal;
- Advises industrial applicants about requirements for industrial waste permits and prepares special reports on cases requiring Board action;
- Advises industrial and commercial firms as well as the public about policies, procedures, requirements and activities of the industrial waste section;
- Directs inspectors in the use of chemicals for the treatment of sewage and industrial wastes;
- Directs in-service training;
- Incumbents in this class are bona fide supervisors and are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including application of discipline, processing and resolution of grievances, evaluation of performance, and approval of time-off requests;

- 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;
- 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;
- Laws and regulations related to equal employment opportunity;
- 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; and
- 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;
- Read and interpret construction plans, specifications, sewer record maps, and plans.

Requirements: Two years of full-time paid experience in the City of Los Angeles as an 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.