

WATER RESOURCES ENVIRONMENTAL COMPLIANCE INSPECTOR I

JOB DESCRIPTION

Classification Responsibilities: The Environmental Compliance Inspector I position is the first position in a series responsible for performing work and program administration duties in support of the Regulatory Compliance Program. The primary function of the Environmental Compliance Inspector I position is to maintain compliance with state, federal, county, and local regulations, and to protect the health and safety of Mesa's citizens and employees, the water distribution system, and the Publicly Owned Treatment Works (POTW) systems.

This position is divided into four functional areas: Water Quality Inspections, Reclaimed/Air Quality Inspections, Industrial Pretreatment Inspections, and Backflow Inspections. The Water Quality Inspector samples, monitors, and supports regulatory activities for Drinking Water. The Reclaimed/Air Quality Inspector samples, monitors, and supports regulatory activities for Reclaimed Water, Biosolids, and Air Quality. The Industrial Pretreatment Inspector and the Backflow Inspector sample, inspect, and monitor industrial and commercial establishments for compliance with city code and ordinances, and to support regulatory activities for Industrial Pretreatment and Backflow programs, respectfully.

Distinguishing Features: This class is distinguished from the Environmental Compliance Inspector II by performing more routine inspections, technical work, program administration duties, and has a more limited knowledge of environmental regulations. The Environmental Compliance Inspector II has extensive knowledge regarding applicable regulations and works with the more complex inspections. This class is supervised by the supervisor in their assigned area (Water Quality, Reclaimed/Air Quality, Industrial Pretreatment, or Cross Connection) and may take direction from an Environmental Compliance Inspector II. Employees in this class can progress to the Water Resources Environmental Compliance Inspector II class by noncompetitive, criteria-based promotion. This class is FLSA non-exempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Any combination of education and experience equivalent to three years' technical experience in water resources (water or environmental quality, wastewater systems, water/wastewater treatment, industrial pretreatment, water distribution, backflow, stormwater, etc.). Two years of college level coursework, including 12 credit hours of environmental, physical, or biological science coursework may substitute for one year of required work experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Must obtain within one year of hire date and maintain a Grade I operator certification from the Arizona Department of Environmental Quality (ADEQ) in either Treatment or Distribution (***Backflow and Water Quality assignments***), or Wastewater Treatment or Collections certification (***Reclaimed/Air Quality and Industrial Pretreatment assignments***). Must obtain within one year of hire date and

maintain a forty-hour HazWoper certification. If assigned to Industrial Pretreatment, must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, management, or contractors. Assists in preparing inspection reports, analytical results, and letters. Responds to complaints and questions from citizens and other departments. Assists with education activities or presentations to individuals, businesses, or small groups on assignment area. Assists in computing and compiling information for use in compliance reporting, and for reference by City employees and Mesa citizens.

Manual/Physical: Monitors discharges using automatic sampling equipment and standard sampling methods to determine compliance with federal and local regulations. Depending on assignment, performs sampling on commercial and industrial businesses, sample stations, the distribution system, new water mains, wells, reservoirs, water treatment plants, reclaimed water treatment plants, drying beds, biosolids, and customer homes to determine compliance with various environmental regulations. This may include calibrating, using, and maintaining equipment such as an automatic sampler, flow meter, air monitor, and various handheld monitors. Backflow and Industrial Pretreatment inspects commercial and industrial establishments including new buildings and tenant improvement projects to determine the applicability and compliance of federal and local regulations. Performs field testing analysis such as pH, conductivity, chlorine residual, flow, and other relative tests. Operates a pickup truck and one-ton van requiring a standard Class D Arizona Driver's License to perform job functions in the field. Work is performed in a normal City office environment and field setting. Operates a variety of equipment and machinery requiring continuous or repetitive arm-hand movements. Works in small areas or confined spaces; walks up and down stairs, and over rough terrain. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, texture, and visual cues or signals. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of: stooping, kneeling, crouching, crawling, and lifting arms above shoulder level; lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds); and may involve: the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-80 pounds). Plan and care for tools and equipment and perform minor repairs on equipment. Exposure to dirt, noise, dust, pollen, odors, moisture, humidity, rain, temperature extremes, hazardous materials, confined spaces, machinery, electric currents, traffic hazards, bright/dim light,

disease, or pathogenic substances. Visual and muscular dexterity to operate equipment, computer, and cell phone. May work outside of a regular workweek, to include weekends, overtime, on a holiday, in an emergency, and on an on-call schedule.

Mental: Assists in analyzing sample results for compliance. Reviews inspection and monitoring data and enters into a database. Works with the Inspector II and Supervisor to learn how to comprehend and make inferences from City codes and Environmental Protection Agency regulations for the area of assignment. Assists with reviewing self-monitoring reports and business reports for compliance. Resolves problems with business owners and citizens. Assists with developing procedures and recommended practices with respect to the assigned area. Performs surveys and inspections on restaurants and less complicated businesses if assigned to Industrial Pretreatment or Backflow. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skills/Abilities:

Knowledge of:

the operation for the treatment, control, and discharge of reclaimed water, air, drinking water, or industrial waste;

the occupational and safety precautions of the work;

testing and sampling procedures and practices;

if assigned to Backflow, the proper application of point-of-use water treatment devices and backflow;

if assigned to Industrial Pretreatment, the proper application of pretreatment devices and equipment and;

how to use personal computer (PC)-based word processing, spreadsheet, and database programs

Ability to:

monitor discharges using automatic sampling equipment and standard sampling methods to determine compliance with federal and local regulations;

perform sampling and/or inspections in a variety of areas to determine compliance with various regulations;

work with the Inspector II and Supervisor to learn how to read and interpret ordinances, rules, and regulations governing the area of assignment;

calibrate, use, and maintain equipment such as an automatic sampler, flow meter, air monitor, and various handheld monitors;

perform field testing analysis such as pH, conductivity, chlorine residual, flow, and other relative tests; prepare concise, clear, and accurate reports; and

establish and maintain effective working relationships with coworkers, property and business owners/officers, and their representatives

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 12/22

MZ/sb/js

CS4713

EEO-Tech

JOB FCTN- TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-Y (*By Assignment*)

PAY GRADE 47

IND-7580

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS 66-200