

Definition: The IWI Trainee under general supervision of the Laboratory/Source Control Supervisor and guidance of the Senior Industrial Waste Inspector researches and understands the Federal General Pretreatment Regulations, the City Sewer Ordinance, the Federal Storm Water Regulations and Pollution Prevention Program Requirements; performs POTW process monitoring and NPDES permit self-monitoring requirements.

As a training position, the Industrial Waste Inspector Trainee has the upward mobility to attain the level of Industrial Waste Inspector I position upon fulfilling required additional experience, education and certification.

The Industrial Waste Inspector I/II under general supervision of the Laboratory/Source Control Supervisor, and guidance of the Senior Industrial Waste Inspector implements and enforces the Federal General Pretreatment Regulations, the City Sewer Ordinance, the Federal Storm Water Regulations and Pollution Prevention Program Requirements; performs POTW process monitoring and NPDES permit self-monitoring requirements

Industrial Waste Inspector I has the upward mobility to attain the level of Industrial Waste Inspector II position upon fulfilling required additional experience, education and certification.

The responsibilities of the Industrial Waste Inspector II are distinguished from those of the Industrial Waste Inspector I by the greater complexity of assigned work. The responsibilities of the Industrial Waste Inspector I are distinguished from those of the Industrial Waste Inspector Trainee by obtaining at least one year experience and meeting the requirements for additional education and certification.

Industrial Waste Inspector Trainee Minimum Qualifications:

Ability to: Read, comprehend and apply complex Federal, State and Local requirements that govern treatment, control, and discharge into sanitary sewers, storm drains and water courses; the methods of installing, operating, inspecting, and maintaining wastewater equipment; methods for handling and disposing of hazardous chemicals; Best Management Treatment Practices (BMP'S); sampling and analytical procedures; toxic constituents of wastewater; operation of various computers and word processing, spreadsheets and database programs; lift and carry sampling equipment and remove and replace manhole covers; establish and maintain professional cooperative relationships with those contacted in the course of work; and review written materials for regulatory agencies, client users, and staff.

Ability to learn how to: Determine the volume, content, temperatures, and conductivity of waste discharges; perform chemical and biological analysis and related work; prepare and maintain accurate records; enter data into Industrial Waste Inspector database; perform calculations, analyze information; accurately read mechanical construction plans and schematics.

Essential Duties: The duties of an Industrial Waste Inspector Trainee are to:

- Help develop and maintain Pretreatment, Stormwater and Pollution Prevention Programs.
- Assist with the inspection of commercial and industrial businesses regulated under the various programs.
- Review Industrial Users self-monitoring reports and other documents submitted by commercial and industrial businesses to insure compliance with their wastewater discharge permits, the City Sewer Ordinance (SO) and the General Pretreatment Regulations (GPR).
- Understand enforcement actions using the City's Enforcement Response Plan for violations of the

WWDP, SO, GPR and State regulations.

- Assist with monitoring of regulated commercial and industrial businesses to verify compliance with WWDP, SO and GPR.
- Assist with development of WWDPs and other control mechanisms to regulate discharges from commercial and industrial businesses to the City sanitary sewer.
- Inspect pretreatment equipment to assure systems are functioning properly.
- Maintain accurate and thorough records of all inspections, monitoring, enforcement, and other activities.
- Learn to prepare inspection reports and documentation.
- Assist with public relations and education activities including explaining the City's Pretreatment, Stormwater and Pollution Prevention Programs and their objectives to regulated businesses.
- Read and study technical materials and new regulations.
- Participate in meetings and seminars related to the City's Pretreatment Program, Urban Stormwater Runoff Program, and Pollution Prevention Program.
- Perform Publicly Owned Treatment Works (POTW) process monitoring and National Pollution Discharge Elimination System (NPDES) permit self monitoring duties as assigned.
- Assist with verification of Industrial Users discharge volume and constituents by field and laboratory. Participate in routine inspections, sampling, computer operations, and related record keeping.
- Weekend and occasional holiday work may be required.

Experience: None

Education: Possession of a high school diploma or GED and completion of at least three (3) college level semester units in chemistry, biology or a related natural science.

License: Must possess and maintain a valid California motor vehicle license issued by the Department of Motor Vehicles and a satisfactory driving record. Obtain and maintain a Grade I TCP Industrial Waste Inspector Certificate issued by the California Water Environment Association within two years of appointment.

Special Requirements: The ability to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb, lift 45 pounds, and drive a standard motor vehicle, and work weekends and holidays.

Industrial Waste Inspector I/II

Essential Duties: Depending upon assignment, the duties of an Industrial Waste Inspector I/II are to:

- Help develop and maintain Pretreatment, Stormwater and Pollution Prevention programs. Inspect commercial and industrial businesses regulated under the various programs.
- Review Industrial Users self-monitoring reports and other documents submitted by commercial and industrial businesses to insure compliance with their wastewater discharge permits, the City Sewer Ordinance (SO) and the General Pretreatment Regulations (GPR).
- Recommend enforcement actions using the City's Enforcement Response Plan for violations of the WWDP, SO, GPR and State regulations.
- Perform monitoring of regulated commercial and industrial businesses to verify compliance with WWDP, SO and GPR.
- Issue WWDP's and other control mechanisms to regulate discharges from commercial and industrial businesses to the City sanitary sewer.

- Inspect pretreatment equipment to assure systems are functioning properly.
- Maintain accurate and thorough records of all inspections, monitoring, enforcement and other activities.
- Prepare inspection reports and documentation.
- Perform public relations education activities including explaining the City's Pretreatment, Stormwater and Pollution Prevention programs and their objectives to regulated businesses.
- Read and study technical materials and new regulations.
- Participate in meetings and seminars related to the City's Pretreatment Program, Urban Stormwater Runoff program and Pollution Prevention program.
- Perform Publicly Owned Treatment Works (POTW) process monitoring and National Pollution Discharge Elimination System (NPDES) permit self monitoring duties as assigned.
- Verify Industrial Users discharge volume and constituents by field and laboratory analysis.
- Participate in routine inspections, sampling, computer operations and related record keeping.
- Occasionally work weekends, holidays and evenings.
- Issue enforcement response actions using the City's Enforcement Response Plan for violations of the WWDP, SO, Federal, and State regulations.
- Perform pretreatment equipment maintenance as required by the PT Equipment Maintenance Program.
- Prepare reports for various government agencies and City personnel.
- Perform database and computer program upkeep.
- Perform scheduled and non-routine sampling and monitoring.
- Assist Senior Industrial Waste Inspector in the performance of the Hazardous Materials Coordinator activities.
- Issue violation notices.
- Train and instruct personnel in the performance of routine inspections, sampling, computer operations, and related record keeping.

Special Requirements: The ability to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb, lift 45 pounds, and drive a standard motor vehicle, and work weekends and holidays.

Industrial Waste Inspector I Minimum Qualifications:

In addition to the above:

Knowledge of: Federal, State and Local requirements which govern treatment control and discharge into sanitary sewers, storm drains, and water courses; methods of installing, operating, and maintaining wastewater equipment; inspection methods; methods for handling and disposing of hazardous chemicals; Best Management Treatment Practices (BMP'S); sampling and analytical procedures; toxic constituents of wastewater; and operation of various computers and word processing, spreadsheets and database programs.

Ability to: Determine the volume, content, temperatures, and conductivity of waste discharges; lift and carry sampling equipment and remove and replace manhole covers; establish and maintain professional cooperative relationships with those contacted in the course of work; perform chemical and biological analysis and related work; prepare and maintain accurate records; enter data into Industrial Waste Inspector database; perform calculations, analyze information, and produce written materials for regulatory agencies, client users, and staff.

Education: Possession of a bachelor's degree from an accredited College or University in chemistry, biology or a related natural science or an AA degree from an accredited College or University with three (3) semester

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units in chemistry, biology, or a related natural science or possession of a high school diploma and completion of at least 10 college level semester units in chemistry, biology or a related natural science.

Experience: Minimum one-year experience working as an Industrial Waste Inspector or three (3) years working in local government. A bachelor's degree in chemistry or biology may be substituted for one-year of the experience requirement.

License: Must possess and maintain a valid California motor vehicle license issued by the Department of Motor Vehicles and a satisfactory driving record. Obtain and maintain a Grade I TCP Industrial Waste Inspector Certificate issued by the California Water Environment Association within two years of appointment.

Industrial Waste Inspector II Minimum Qualifications:

In addition to the above

Knowledge of: Sample analysis testing and monitoring procedures.

Ability to: Accurately read mechanical construction plans and schematics; determine volume, content, temperatures, and conductivity of waste discharges; lift and carry sampling equipment and manhole covers; establish and maintain cooperative relationships with those contacted in the course of work; perform, analyze information, and produce written materials for regulatory agencies, client users, and staff.

Education: Possession of a bachelor's degree from an accredited College or University in chemistry, biology or a related natural science or an AA degree with 10 semester units in chemistry, biology, or a related natural science, or possession of a high school diploma or GED and completion of at least 40 college level semester units with 10 semester units in chemistry, biology or a related natural science.

Experience: A minimum of two years experience as certified industrial waste inspector, or one year as a certified industrial waste inspector working in Millbrae.

License: Must possess and maintain a valid California motor vehicles license issued by the Department of Motor Vehicles and a satisfactory driving record. A Grade I-TCP Industrial Waste Inspector Certificate issued by the California Water Environment Association is required. All candidates not possessing such certification at the time of appointment will be required to obtain it within one year of the date of appointment or promotion.

Additional Requirements and Duties for Advancement from Industrial Waste Inspector Trainee to

Industrial Waste Inspector I: The Industrial Waste Inspector Trainee is a training level position. Upon successful completion of and ability to perform full Industrial Waste Inspector I minimum qualifications and duties, and upon approval by the Personnel Officer, the Industrial Waste Inspector Trainee can be promoted to Industrial Waste Inspector I.

Additional Requirements and Duties for Advancement from Industrial Waste Inspector I to Industrial Waste Inspector II: The Industrial Waste Inspector I is an apprentice level position. Upon successful completion of and ability to perform full Industrial Waste Inspector II minimum qualifications and duties, and

upon approval by the Personnel Officer, the Industrial Waste Inspector I can be promoted to Industrial Waste Inspector II.