



City of Tempe

ENVIRONMENTAL COMPLIANCE INSPECTOR I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	143	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Compliance Inspector II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

DISTINGUISHING CHARACTERISTICS
This is the entry level class in the Environmental Compliance Inspector series. This class is distinguished from the Environmental Compliance Inspector II+ by the performance of the more routine tasks and duties assigned to positions within the series. Employees may have only limited directly related work experience.

REPORTING RELATIONSHIPS
Receives general supervision from the Environmental Compliance Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of experience in any of the following areas; general inspections, building plan review, plumbing plan review, industrial waste, hazardous waste, wastewater treatment, wastewater collections industrial compliance inspections, cross connection control inspections, technical experience in backflow and/or water treatment systems, stormwater inspections and testing, flow monitoring, and sampling.
<i>Education:</i>	Requires the equivalent to college level coursework or specialized training in chemistry, bacteriology, environmental sciences, or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or must obtain within one (1) year, the following certifications: <ul style="list-style-type: none"> ○ ADEQ Grade I Water Distribution Certification ○ ADEQ Grade I Wastewater Collection Certification ○ Confined Space Entry Training

	<ul style="list-style-type: none"> ○ Basic Inspector Training through the National Enforcement Training Institute ○ Arizona Department of Health Services Surface Water/Ground Water Sampling and Analysis Training, or equivalent ○ Resource Conservation Recovery Act (RCRA) Training ○ Basic Environmental Investigations Training ○ 40-Hour Hazardous Materials Incident Response Operations and/or provide documentation of current annual 8-Hour HAZWOPER refresher training ○ Maricopa County, Air Quality Department, Dust Control Compliance Training ○ Backflow Prevention General Tester ○ Stormwater Inspection Training
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s and the Department’s mission and values. The primary function of the Environmental Compliance Inspector position is to protect the health and safety of the citizens and employees of Tempe, the water distribution system, and the publicly owned treatment works (POTW) and stormwater system.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Conduct backflow assembly testing, water quality and wastewater compliance monitoring within the water distribution system, the publicly owned treatment work, and the stormwater system and interpret laboratory analytical results, operational tests; Monitor compliance by contractors, consultants, and vendors, including cleaning of dry wells, catch basins, scuppers, inlets, and drainage ways of the stormwater system;
- Inspect industrial and commercial establishments such as manufacturing facilities, restaurants, machine shops, commercial and industrial laundry facilities, and automotive repair facilities to determine compliance with air quality, cross connection, pretreatment, and stormwater ordinances; inspect construction sites to determine compliance with Stormwater Pollution Prevention Plans (SWP3); and inspect the installation, operation, and maintenance of same equipment such as backflow assemblies, clarifiers, grease removal equipment, interceptors (grease and sand), pH neutralization systems, storm water treatment devices, settling tanks, traps;
- Inspect sites deemed as superfund sites; collect samples from groundwater monitoring wells located in the contaminated areas; draft, issue, and enforce special discharge permits when remediation requires a discharge of pumped monitoring water; detect hazardous atmospheres (toxic, explosive, ignitable) in sewers with gas detection equipment; determine means of controlling or eliminating hazards;

- Explain the mission and objectives and provide information on air quality, cross connection, pretreatment, and stormwater programs to other city departments, the public, regulated community, engineering and mechanical design firms, and to legal representatives; inform the public about the functions of the Environmental Services Section; respond to customer inquiries and complaints on discharges to the sewer system, stormwater system, and a variety of environmental issues;
- Research and approve plans for the installation of cross connection control, pretreatment devices, and stormwater best management practice structures/devices; research records of property ownership for the development of fact sheets and discharge permits; and research Arizona Corporation Commission records to determine ownership of corporations, partnerships, limited liability firms, etc. in order to determine ownership and responsible party for enforcement purposes;
- Provide support and technical expertise on environmental health and safety issues as well as educate and provide best management practices (BMPs) to the general public, regulated community, and to City employees; and to prevent the introduction of pollutants from entering the water distribution system, POTW, and stormwater system;
- Coordinate and conduct inspections and sampling for backflow, stormwater, and wastewater, regulations at City-owned facilities as required by AZPDES, APP, and/or County-issued permits; coordinate operations and activities with other divisions, departments, or outside inspection agencies; and coordinate with the Fire Department on hazardous waste calls;
- Respond to complaints and conduct inspections and/or investigations to determine the source of pollutants possibly entering the water distribution system, POTW, and stormwater system; investigate air quality and water quality complaints, wastewater odor complaints, and stormwater complaints; and respond to accidental spills and illicit discharges into the POTW and stormwater system, illegal or illicit connections to the potable water system, and to backflow incidents as well as respond to and resolve industrial, commercial, and residential odor complaints;
- Read and visually interpret site issues quickly and accurately in order to measure compliance; read and interpret construction plans and specifications; determine whether industrial waste permits are required and have been issued; enforce the provisions of such permits;
- Prepare and document inspections and investigations pertaining to air quality, pretreatment and/or stormwater cases for civil and/or criminal enforcement; initiate civil and/or criminal enforcement actions; develop administrative orders and compliance schedules when necessary; and review plans for correction of pollution or violations;
- Conduct video inspections with closed circuit recording equipment, dye test connections to the sanitary and/or stormwater sewer systems and create electronic media of inspections;
- Draft fact sheets and issue wastewater discharge permits; determine if a hazardous waste is being generated, stored, and/or disposed of;
- Conduct and enforce permit requirements governing the discharge and pretreatment of industrial wastewater; conduct field tests for acidity, alkalinity, chlorine demand, hydrogen sulfide, oxygen reduction potential, and other field tests to determine if waste discharge causes deterioration of sewage facilities or pollution and contamination of surface and underground waters;
- Review and provide guidance to owners, engineering and mechanical design firms on the placement, sizing, and installation of cross connection control assemblies, wastewater pretreatment, and stormwater best management practice equipment in order to comply with

federal, state, and city code; review sampling data to identify significant trends of non-compliance; prepare and submit reports of activities and findings; review building plans for compliance with established environmental controls;

- Approve through engineering review and/or building permit process, equipment designed to protect the public water supply, sanitary sewer, and stormwater system; enter confined spaces by the implementation of engineering controls and/or by wearing personal protective equipment;
- Operate and install air quality monitoring, backflow assembly testing, industrial wastewater and flow monitoring, and water quality monitoring equipment;
- Enter, retrieve, and manipulate backflow, stormwater and waste treatment information on computer; collect, transfer, and receive data to generate reports and graphs; verify data as needed; maintain databases of call outs, complaints, backflow assembly test records, industrial discharges, water quality sample locations, and results as required;
- Attend meetings, workshops, conferences, and seminars related to backflow, pretreatment (industrial waste treatment methods and techniques), stormwater, commercial waste, and/or water quality;
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects in excess of 50 pounds;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles including light trucks, cars and aerial lift trucks;
- Use power tools (i.e. saws, drills, grinders, etc.)
- Use tools (i.e. hammers, wrenches, shovels, rakes, brooms, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Other physical labor essential to the classification;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Other physical attributes essential to the classification.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised October 1995</i> <i>Revised February 2003 (flex class)</i> <i>Revised May 2006 (certification)</i> <i>Revised Sept. 2006 (title change)</i> <i>Revised May 2007 (changes to job description)</i> <i>Revised February 2011</i> <i>Revised June 2011 (combined job duties from Cross Conn Control Inspect and Environ Compl Inspect)</i> <i>Revised June 2018 (update min qualifications)</i></p>