JOB DESCRIPTION
Coachella Valley Water District          Date: November 2012

TITLE: Source Control Inspector I        SECTION: Source Control

DEPARTMENT: Engineering                  SRN 24:

REPORTING RELATIONSHIP:
Reports to: Source Control Coordinator
Supervises the following positions: Not applicable

DEFINITION: Under general direction, inspects routine industrial pretreatment systems such as grease, oil, chemical and biological, evaluates an industry’s pretreatment program to determine compliance or non-compliance.

ESSENTIAL FUNCTIONS:
1. Inspects, monitors, collects samples and measures flows from industrial wastewater dischargers.
2. Investigates industrial and commercial firms to determine the nature of the business, the wastewater generating processes, magnitude, and type and strength of waste produced.
3. Analyzes the adequacy of the wastewater pretreatment processes.
4. Determines compliance with legal requirements.
5. Discusses violations with firm management and seeks corrections.
6. Investigates Public Owned Treatment Works upsets and sewer problems such as odors and overflows to determine if the problems are of an industrial origin.
7. Conducts field tests to determine sources of offending discharges.
8. Offers recommendations and prepares evidence for legal prosecution of violations.
10. Operates a pH meter, gas Tech, and Conductivity Meter.
11. Maintains “chain of custody” procedures.
12. Moves manhole covers, grease trap inspection lids, and sample box inspection plates to facilitate inspection and sampling.
13. Operates a district vehicle in a safe and professional manner.
15. Follows District rules and regulations and works effectively with others.
ESSENTIAL FUNCTIONS (Cont.):

16. Maintains ongoing relationship with public on a day-to-day basis.

17. Effective oral and written communication skills.

18. Maintains accurate records and reports.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Must possess a Grade I certification in Environmental Compliance Inspection issued by the California Water Environmental Association.

Experience: Mandatory two year experience in sanitation processes, collection system maintenance, Engineering related field, or industrial pretreatment facility inspection. A typical way to obtain knowledge and experience would be to complete home correspondence field training programs on pretreatment facility inspection offered by Sacramento State University or an accredited college. Customer service and public relations courses from an accredited college would be beneficial.

Education: Minimum high school diploma, college degree desirable.

Knowledge of:  
- Working knowledge of industrial waste chemistry.
- Basic Algebra calculations.
- Plat sheets, Thomas Guide, parcel maps and legal descriptions.
- General sewage systems and grease trap installation.
- State and Federal regulations and enforcement procedures mandated by the Environmental Protection Agency.
- Material Safety Data Sheets.
- Personal computer operation.
- Traffic Control and safety procedures.

Abilities:  
- Follow written and oral instructions and directions
- Work cooperatively with others
- Communicate effectively verbally and in writing

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, including over rough terrain - Moderate.

2. Ability to tolerate moderate stooping and bending.

3. Ability to walk excessively.

4. Will work in extreme weather conditions including heat and rain. May be exposed to chemicals, dust, fumes, vapors, and insects.
JOB DESCRIPTION

5. Uses telephone and two-way radio to communicate.

6. Uses personal computer, keyboard, mouse, and monitor.

7. Lift and carry objects weighing up to 65 pounds over rough terrain.

8. Must be able to tolerate District immunization program.

See Human Resources for physical assessment form.

I confirm that this job description is an accurate representation of this position as of this date.

Approval Department Head _______________________________       Date __________

General Manager _______________________________       Date __________