

No.

SALARY PROPOSAL REQUEST FORM

INSTRUCTIONS: Submit only one proposal per form. Each proposal should contain specific justification as requested below. Proposals requiring Mayoral review must be submitted to the Human Resources Department by July 6, 2020. All proposals must be forwarded to the Personnel Department no later than July 13, 2020. LATE PROPOSALS WILL NOT BE ACCEPTED. Individual employees cannot submit a proposal for their own position or on behalf of a group of employees or an entire classification.

PROPOSAL: Please indicate the type of salary proposal by placing a check in the appropriate box below.

Special salary adjustment for existing classification(s):

List classification(s) Storm Water Inspector I, II, III; Supervising Storm Water Inspector; Storm Water Compliance Manager

Current Monthly Salary (Step E) \$5,047; \$5,957; \$6,559; \$7,216; \$7,900 Percentage of Adjustment 17%

Basis for adjustment: (Check appropriate box(es) below and attach additional pages as needed.)

- Significant change in duties and responsibilities (Please describe in detail.)
Inappropriate supervisory differential.
Turnover (Indicate the number of individuals who have left along with names, dates, and reasons for leaving, if possible.)
Recruiting problems (Provide a detailed explanation of problems experienced.)
Other

New Classification:

Proposed classification title Proposed monthly salary

Basis for request: Explain below why a new classification is necessary and how the duties of the proposed new class differ from those of existing classes.

Deletion of Existing Classification:

Classification title

Basis for request: Explain below why this classification is no longer needed.

Title Change:

Current title of classification

Proposed new title

Basis for request: Explain below why the proposed title is more appropriate than the current title.

SUPPORTING JUSTIFICATION FOR PROPOSAL: It is your responsibility to provide detailed and specific documentation to support this request. Unless detailed justification is submitted to support each of the items checked above, the Civil Service Commission may deny the request to study the proposal. Attach additional pages if more space is needed.

Jacob Pinkett Proposed by: (Please print name)

Storm Water Inspector III Title

7/10/2020 Date

Katy Seals, MEA Department Head or Employee Organization

[Signature] Signature

7/10/2020 Date [Signature]

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

City of San Diego
Transportation & Storm Water Department
Storm Water Division

**Request for Special Salary Adjustment for:
Storm Water Inspector Series**

July 2020

Objective

This Request for a Special Salary Adjustment shall attempt to convey the ongoing retention problems in the Storm Water Inspector Series and articulate the need for a 17% salary increase across the series to make salaries comparable and competitive against other agencies in California.

Introduction

In response to requirements of the Region Nine Municipal Separate Storm Sewer System Permit (MS4 Permit), the City developed a Storm Water Inspection series comprised of the following five (5) classifications with fifteen (15) total positions:

- Storm Water Inspector I and II (eight positions)
- Storm Water Inspector III (two positions)
- Supervising Storm Water Inspector (two positions)
- Storm Water Compliance Manager (three positions)

The inception of the full series as it exists today occurred in July of 2015 and was fully staffed by September of 2015. Since then, the series has struggled to remain fully staffed, which has resulted in the expenditure of significant time, cost, and resources to hire and train new staff, along with operational challenges in order to do so.

SSA Submittal History

Storm Water Inspector staff have submitted Special Salary Adjustment (SSA) applications the past 3 years to appropriately compensate employees and resolve ongoing retention problems. In FY19, the Personnel Department rebutted the Storm Water Inspector series SSA on the grounds that no turnover problems were found. During that same fiscal year, the Storm Water Inspector series lost (3) staff members to outside employment with other municipalities. In FY20, the Storm Water Inspector series was again denied being studied for an SSA with the determination that no turnover problems were found. During the same fiscal year, the Storm Water Inspector series lost (2) staff members to other City departments with higher paying positions, including its Supervising Storm Water Inspector. (Although these past two departures did not leave for another municipality, they DO represent a continuous and ongoing retention dilemma which significantly impacts operations within the section.) As a result, the Storm Water Inspector series remains understaffed in FY21, compromising the team's ability to fulfill its permit requirements and remain in compliance with all state and federal regulations.

Ongoing Challenges with Retention

Per the Civil Service Commission Workshop minutes, "*Classification/Compensation Practices*" turnover percentage is based on the number of employees in permanent positions who left City employment for a higher salary in a comparable position. Since FY16, the Storm Water Inspector series has lost (8) out of (15) total employees to outside agencies resulting in a 53% turnover rate over a 5-year period. A majority of these employees cited salary as a reason for their resignations (see Appendix A for separation statements). The number of positions that turned over since FY16 are presented in Table 1 below.

Table 1:
Summary of Storm Water Inspector Series Turnover¹ Since Fiscal Year 2016

Storm Water Inspector Class	# of Staff Budgeted Positions	# of Resignations ²	% Turnover based on Budgeted Positions
I/II	8	4	50%
III	2	2	100%
Supervisor	2	1	50%
Manager	3	1	33%
Total	15	8	53%

¹ Does not include transfers, promotions, terminations, or retirements.

² Storm Water Inspector I/II – Jacob Pickett; Sean Mulderig; Vince Barnese; Kimberly Valenzuela. Storm Water Inspector III – Juan Magdaraog; Cory Miyabara. Supervising Storm Water Inspector – Robert Grigg. Storm Water Compliance Manager – Clem Brown.

When assessing the totality of resignations from the Storm Water Inspector series since FY16, the series has lost (10) of its (15) positions to outside agencies or other City Departments for more pay (67%). **The fact that two-thirds of inspector positions have needed to be replaced since the series' inception presents a significant retention issue that has to be addressed.** Across a 5-year average, the inspector series has lost (2) positions per fiscal year, resulting in a 13% vacancy rate annually. A list of employees who resigned from the Storm Water Inspector series is presented in Table 2 below.

Table 2:
City of San Diego Storm Water Inspector Series Resignations Since FY 2016

Employee Name	Fiscal Year Left	New Employer	Reason for Leaving
² Jacob Pickett	FY 16	County of San Diego	Salary
² Sean Mulderig	FY 17	City of Bend	Salary
² Juan Magdaraog	FY 17	City of Escondido	Salary/Personal
² Clem Brown	FY 18	City of Del Mar	Salary
² Cory Miyabara	FY 18	Monterey One Water	Salary
² Robert Grigg	FY 19	Encina Wastewater Authority	Salary
² Vincent Barnese	FY 19	State of California	Salary
² Kimberly Valenzuela	FY 19	City of Chula Vista	Salary
¹ Ernesto Rios	FY 20	City of San Diego Transfer	Salary
¹ Julie Marlett	FY 20	City of San Diego Transfer	Salary

¹ Represents people who transferred to other City Departments

² Represents people who resigned from the City of San Diego

History of the Series: New Classification without Salary Study

From FY08 to FY16, the City of San Diego's inspection services were outsourced to a private-sector company. In FY16, all related inspection services were brought in-house and staffed by City employees. More specifically, the City added twelve (12) new positions to fulfill internal needs of Storm Water inspection. At this time, the City decided to utilize an existing classification, the Wastewater Pretreatment Inspector series to accommodate the new positions. However, in FY17, these new inspector positions were moved under a new classification series, where their main functions were to perform Storm Water inspections to maintain permit compliance. No salary study was conducted at the time (against other comparable municipal positions or otherwise) to accurately identify appropriate income for these professionals, and the new classifications' wages remained the same as the Wastewater Pretreatment Inspector series.

Per Personnel Regulations, Index Code B(2), the Civil Service Commission and staff are responsible for *"providing authoritative advice and action, when the classification plan needs to be modified to reflect changes in organization and work assignment."* **A new classification was created; however, a salary study would have shown that the classification was behind in pay.** Per Personnel Regulations, Charter Section 70, *"...if during any fiscal year, Council should find... the salaries and wages... are not comparable to the level of other salaries and wages of other public or private employments for comparable services... said Legislative Body... may revise such salary and wage schedules..."* In order to fully complete the creation of the new classification, it stands to reason that a salary study should be performed by the Commission and its staff.

This issue was presented to the Civil Service Commission in FY20; however, it was cited that there was an absence of turnover issues to justify a salary study. With the resignation of (2) additional staff members from the Storm Water Inspector series in FY20 to other City departments with higher paying positions, the ongoing retention issue within the Storm Water Inspector series continues, drawing more negative impact on the operations under Storm Water, including significant expenditures of time, cost, and resources to hire and train new staff.

Salary Comparisons to Other Municipalities

A Storm Water staff-initiated survey of other municipal agencies in (mostly Southern) California determined that the City of San Diego's Storm Water Inspector series' salaries are significantly lower than other agency classifications with similar job duties. When evaluating whether a class was comparable, staff evaluated the full job description and experience required. Table 3 on the next page shows the comparable positions at various agencies in California; Tables 4 – 8 detail the percent difference in pay. (See Appendix B for a robust, representative sample of other agencies' job descriptions and salary ranges.)

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

Table 3:
Other Municipal Agencies' Storm Water Inspector Series Equivalents

Agency	Storm Water Inspector I	Storm Water Inspector II	Storm Water Inspector III	Supervising Storm Water Inspector	Storm Water Compliance Manager
City of Carlsbad	Environmental Specialist I	Environmental Specialist II	<i>No Equivalent</i>	Sr Environmental Specialist	Environmental Manager
City of Chula Vista	Stormwater Compliance Inspector I	<i>Stormwater Compliance Inspector II</i>	Storm Water Environmental Specialist II	<i>No Equivalent</i>	Storm Water Program Manager
City of Escondido	Environmental Compliance Inspector I ¹	Environmental Compliance Inspector II ¹	Sr Environmental Compliance Inspector ¹	Environmental Compliance Supervisor	Environmental Programs Manager
City of Santee	Storm Water Assistant ²	<i>No Equivalent</i>	<i>No Equivalent</i>	<i>No Equivalent</i>	Storm Water Program Manager ³
City of San Marcos	Storm Water Inspector	<i>No Equivalent</i>	Storm Water Specialist	<i>No Equivalent</i>	Storm Water Program Manager ³
City of Vista	Environmental Specialist I	Environmental Specialist II	<i>No Equivalent</i>	Sr Environmental Specialist	Storm Water Program Manager
City of Oceanside	<i>No Equivalent</i>	Environmental Specialist I	Environmental Specialist II	<i>No Equivalent</i>	Environmental Officer
National City	Storm Water Compliance Inspector	<i>No Equivalent</i>	<i>No Equivalent</i>	<i>No Equivalent</i>	<i>No Equivalent</i>

¹ Reduced education requirements in relation to City of San Diego.

² Part-time position.

³ Reduced experience requirements in relation to City of San Diego.

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

Table 3 Continued:
Other Municipal Agencies' Storm Water Inspector Series Equivalents

Agency	Storm Water Inspector I	Storm Water Inspector II	Storm Water Inspector III	Supervising Storm Water Inspector	Storm Water Compliance Manager
Port of San Diego	Environmental Compliance Inspector ¹	Assistant Environmental Specialist ¹	Associate Environmental Specialist	No Equivalent	Senior Environmental Specialist
City of San Clemente	Water Quality Code Compliance Officer	No Equivalent	No Equivalent	Environmental Programs Supervisor	No Equivalent
City of Newport Beach	Code Enforcement Officer I	Code Enforcement Officer II	Code Enforcement Officer, Senior	Code Enforcement Supervisor	No Equivalent
City of Huntington Beach	No Equivalent	No Equivalent	Environmental Specialist	No Equivalent	Environmental Services Manager
City of Lake Forest	No Equivalent	Environmental Compliance Inspector	No Equivalent	No Equivalent	Environmental Manager
City of Irvine	No Equivalent	No Equivalent	No Equivalent	No Equivalent	Water Quality Administrator
City of Santa Ana	No Equivalent	No Equivalent	No Equivalent	No Equivalent	NPDES Manager
City of Orange	Environmental Compliance Specialist ²	No Equivalent	No Equivalent	Environmental Scientist	Environmental Program Manager
City of Fullerton	No Equivalent	Stormwater Compliance Specialist	No Equivalent	No Equivalent	No Equivalent

¹No experience required.

²Reduced education requirements in relation to City of San Diego.

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

Table 3 Continued:
Other Municipal Agencies' Storm Water Inspector Series Equivalents

Agency	Storm Water Inspector I	Storm Water Inspector II	Storm Water Inspector III	Supervising Storm Water Inspector	Storm Water Compliance Manager
City of Corona	No Equivalent	Storm Water Inspector	Environmental Compliance Coordinator	Environmental Compliance Supervisor	No Equivalent
City of Los Angeles	No Equivalent	Environmental Compliance Inspector	No Equivalent	Sr Environmental Compliance Inspector	Chief Environmental Compliance Inspector
City of San Jose	Environmental Inspector ¹	Environmental Inspector II	No Equivalent	Sr Environmental Inspector	Environmental Sustainability Manager
County of Riverside	Environmental Compliance Inspector I	Environmental Compliance Inspector II	Sr Environmental Compliance Inspector	No Equivalent	Environmental Compliance Manager
City of Poway	No Equivalent	No Equivalent	No Equivalent	No Equivalent	No Equivalent
County of San Diego	No Equivalent	No Equivalent	No Equivalent	No Equivalent	No Equivalent
City of Laguna Niguel	No Equivalent	No Equivalent	No Equivalent	No Equivalent	No Equivalent
City of Mission Viejo	No Equivalent	No Equivalent	No Equivalent	No Equivalent	No Equivalent
City of Anaheim	No Equivalent	No Equivalent	No Equivalent	No Equivalent	No Equivalent

¹ No experience required.

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

Table 4:

Storm Water Inspector I Salaries

Agency	Pay	% Difference
San Diego	\$29.02	0%
Carlsbad	\$34.49	19%
Chula Vista	\$33.66	16%
Escondido	\$29.65	2%
Encinitas	N/A	N/A
Santee	\$33.74	16%
San Marcos	\$33.99	17%
Imperial Beach	N/A	N/A
Vista	\$33.53	16%
Oceanside	N/A	N/A
Poway	N/A	N/A
National City	\$33.28	15%
Port of San Diego	\$33.89	17%
San Clemente	\$40.54	40%
Newport Beach	\$39.04	35%
Huntington Beach	N/A	N/A
Lake Forest	N/A	N/A
Irvine	N/A	N/A
Santa Ana	N/A	N/A
Corona	N/A	N/A
Riverside County	\$33.5	15%
Los Angeles	N/A	N/A
Orange	\$36.73	27%
Average % Difference		19%

Table 5:

Storm Water Inspector II Salaries

Agency	Pay	% Difference
San Diego	\$34.25	0%
Carlsbad	\$40.84	19%
Chula Vista	\$37.03	8%
Escondido	\$32.72	-4%
Fullerton	\$38.92	14%
San Marcos	N/A	N/A
Imperial Beach	N/A	N/A
Vista	\$36.96	8%
Oceanside	\$36.34	6%
Poway	N/A	N/A
National City	N/A	N/A
Port of San Diego	\$37.27	9%
San Clemente	N/A	N/A
Newport Beach	\$44.95	31%
Huntington Beach	N/A	N/A
Lake Forest	\$46.11	35%
Irvine	N/A	N/A
Santa Ana	N/A	N/A
Corona	\$34.63	1%
Riverside County	\$39.47	15%
Los Angeles	\$47.25	38%
Orange	N/A	N/A
Average % Difference		15%

Table 6: Storm Water Inspector III Salaries

Agency	Pay	% Difference
San Diego	\$37.71	0%
Carlsbad	N/A	N/A
Chula Vista	\$42.58	13%
Escondido	\$44.01	17%
Encinitas	N/A	N/A
Santee	N/A	N/A
San Marcos	\$42.85	14%
Imperial Beach	N/A	N/A
Vista	N/A	N/A
Oceanside	\$40.06	6%
Poway	N/A	N/A
National City	N/A	N/A
Port of San Diego	\$47.80	27%
San Clemente	N/A	N/A
Newport Beach	\$50.54	34%
Huntington Beach	\$48.55	29%
Lake Forest	N/A	N/A
Irvine	N/A	N/A
Santa Ana	N/A	N/A
Corona	N/A	N/A
Riverside County	\$44.35	15%
Los Angeles	N/A	N/A
Orange	N/A	N/A
San Jose	\$54.14	44%
Average % Difference		22%

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

Table 7:

Agency	Pay	% Difference
San Diego	\$41.49	0%
Carlsbad	\$47.40	14%
Chula Vista	N/A	N/A
Escondido	\$51.04	23%
Encinitas	N/A	N/A
Santee	N/A	N/A
San Marcos	N/A	N/A
Imperial Beach	N/A	N/A
Vista	\$41.57	1%
Oceanside	N/A	N/A
Poway	N/A	N/A
National City	N/A	N/A
Port of San Diego	N/A	N/A
San Clemente	\$50.51	22%
Newport Beach	\$58.60	41%
Huntington Beach	N/A	N/A
Lake Forest	N/A	N/A
Irvine	N/A	N/A
Santa Ana	N/A	N/A
Corona	\$40.22	-3%
Riverside County	N/A	N/A
Los Angeles	\$54.32	31%
Orange	\$52.07	26%
San Jose	\$54.14	30%
Average % Difference		20%

Table 8:

Agency	Pay	% Difference
San Diego	\$45.42	0%
Carlsbad	\$74.06	63%
Chula Vista	\$54.17	19%
Escondido	\$54.97	21%
Encinitas	N/A	N/A
Santee	\$44.60	-2%
San Marcos	\$57.75	27%
Imperial Beach	N/A	N/A
Vista	\$52.17	15%
Oceanside	\$55.22	22%
Poway	N/A	N/A
Port of San Diego	\$54.97	21%
San Clemente	N/A	N/A
Newport Beach	N/A	N/A
Huntington Beach	\$59.26	30%
Lake Forest	\$56.19	19%
Irvine	\$60.24	33%
Santa Ana	\$56.37	24%
Anaheim	N/A	N/A
Fullerton	N/A	N/A
Corona	N/A	N/A
Riverside County	\$64.30	42%
Los Angeles	\$63.46	40%
Orange	\$60.18	32%
Average % Difference		27%

[Salary Comparisons Continued...]

Finding a fully equivalent agency for the Storm Water Inspector series is challenging due to the City of San Diego's size and need to break up duties across multiple classifications that other agencies typically fit into one. Also, while certain agencies may be of similar size, their job descriptions may differ from the Storm Water Inspector series and therefore have not been included in this proposal.

During the FY20 SSA submittal process, the Personnel Department noted the Inspector series was paid competitively when compared to similar municipalities, including the City of La Mesa and the City of Escondido. While the City of La Mesa pays their inspectors similarly to the City of San Diego, **they are the lowest paid municipality found during this salary study, alongside the City of San Diego, and only require a 12th grade education** (where the City of San Diego requires a college degree, or 4 years' experience to substitute for the requirement of a college degree, to be minimally qualified for a Storm Water Inspector position). In addition, the City of La Mesa hires Engineering Technicians within environmental compliance to carry out inspections, but those positions are also responsible for other duties, including code compliance work, and none of their major responsibilities align with the City of San Diego's Storm Water Inspector series. **For these reasons, the City of La Mesa is not (and should not be) included in the salary study figures.** Furthermore, while the City of Escondido pays their entry level inspectors competitively when compared to the City of San Diego, there is a significant pay difference between the municipalities as the positions rise within the series. For example, while a Storm Water Inspector I at the City of San Diego only makes 2% less than its counterpart in Escondido, a Storm Water Inspector III at the City of San Diego makes 17% less than its equivalent in Escondido. More so, a Supervising Inspector for the City of San Diego makes 23% less than its counterpart in Escondido, along with 21% less for the City of San Diego Storm Water Compliance Manager position. **Reviewing the data in its entirety between municipality pay proves that there is a significant pay difference between the City of Escondido and the City of San Diego within the Storm Water Inspector series.** This results in experienced staff members leaving their inspection positions to work for other agencies/departments that reflect higher and more appropriate pay.

Proposal for FY22

In order to establish a more competitive salary range across the series and against other municipal agencies in California, Storm Water staff requests a seventeen (17) percent increase across the series which would place the City at an average rate of pay in Southern California. This pay increase would benefit the Inspector series in retaining knowledgeable employees while also decreasing the significant cost, time, and resources to fully staff the section. Figures 1 - 5 display the City's current salary position in comparison with other agencies, and also shows what the proposed seventeen (17) percent increase would achieve across the series.

Figure 1:
Storm Water Inspector I Salary Comparisons and Proposal

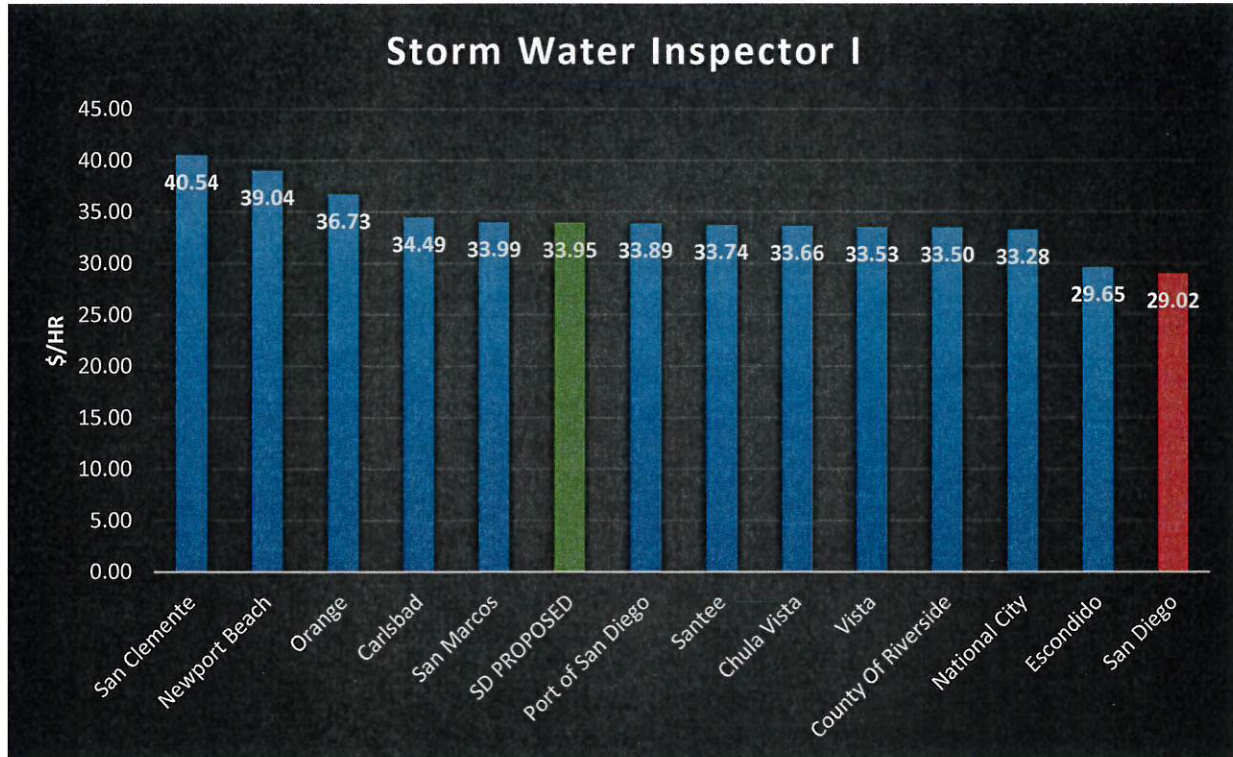


Figure 2:
Storm Water Inspector II Salary Comparisons and Proposal

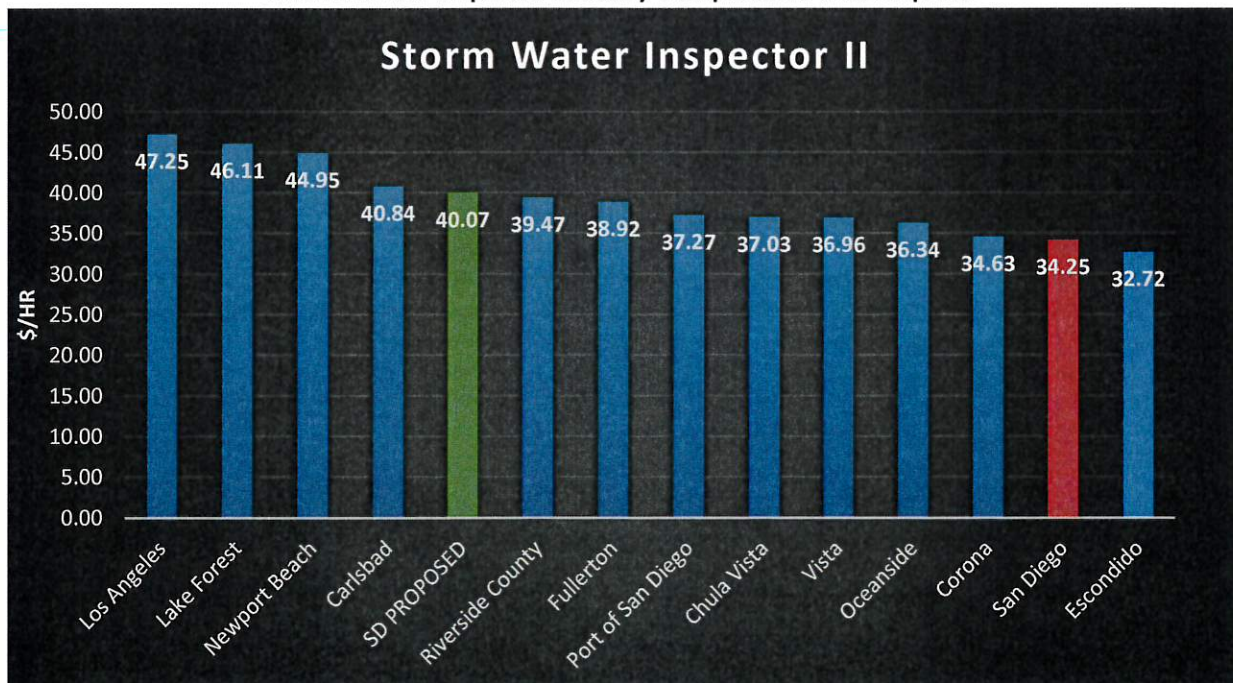
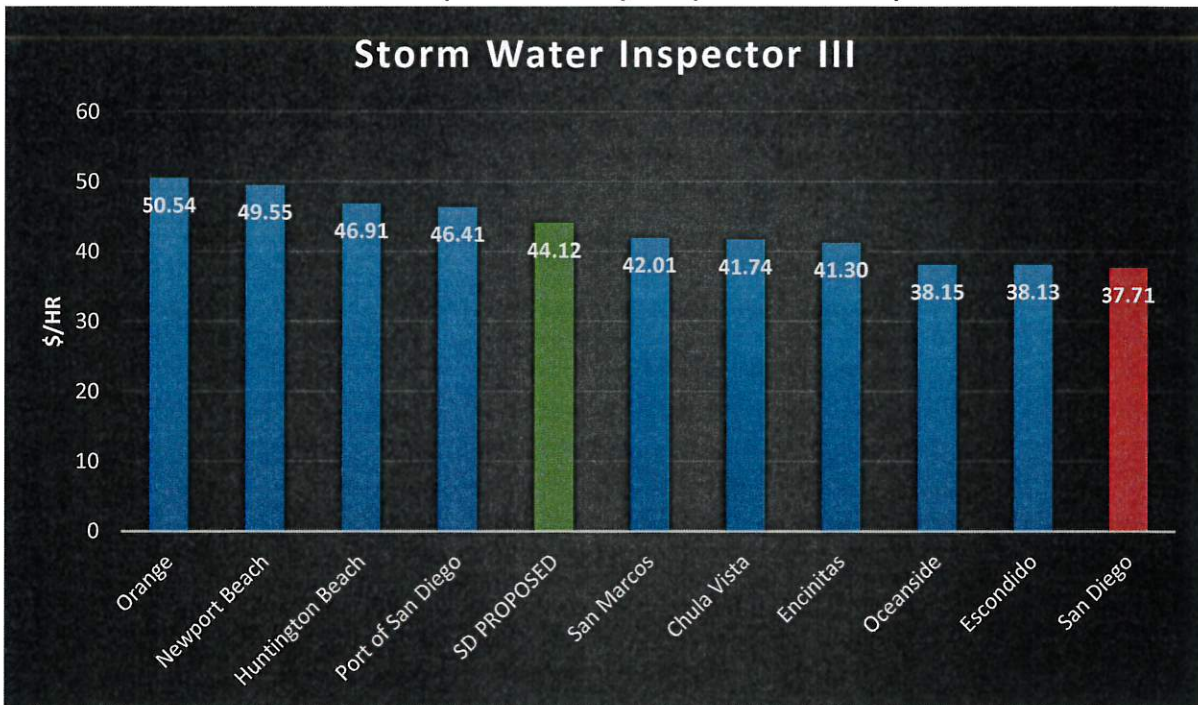
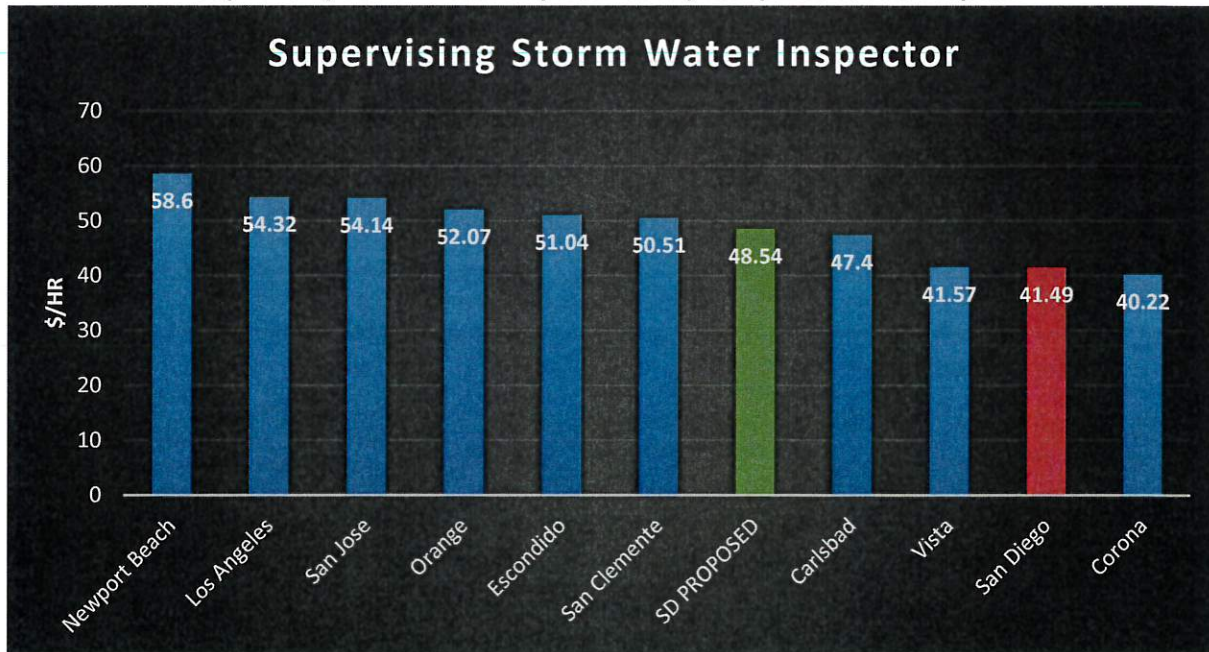


Figure 3:
Storm Water Inspector III Salary Comparisons and Proposal¹



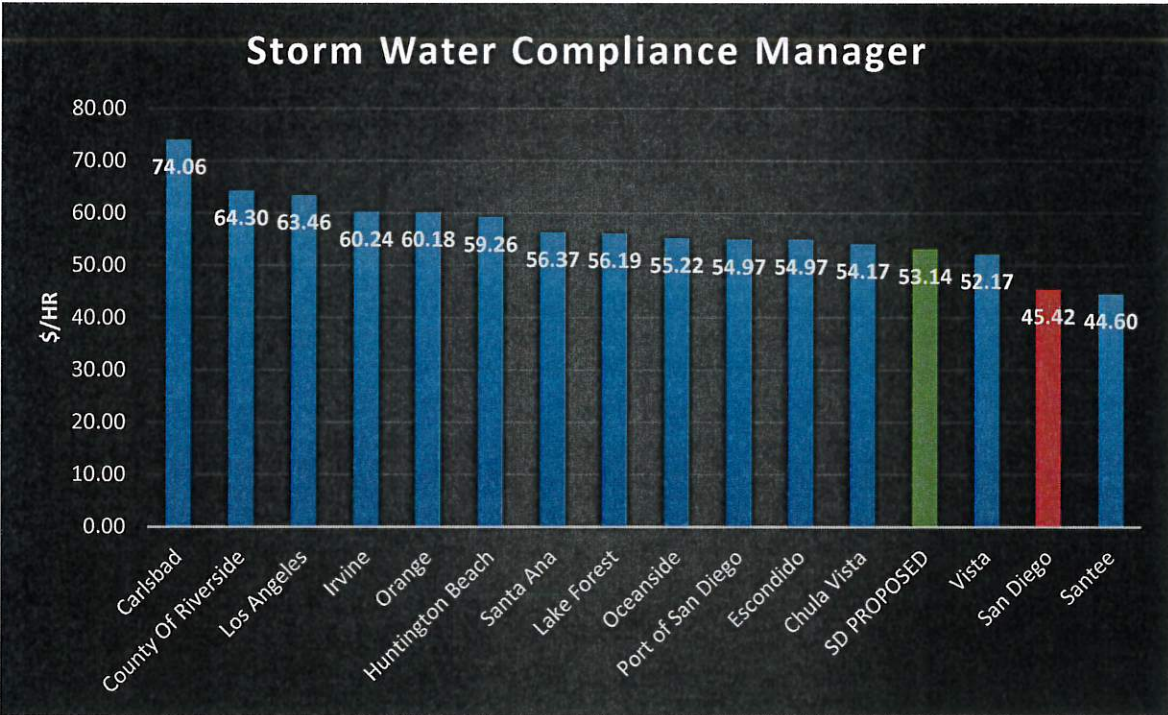
¹ There are less data points for the Storm Water Inspector III position due to less equivalencies across agencies.

Figure 4:
Supervising Storm Water Inspector Salary Comparisons and Proposal¹



¹ There are less data points for the Supv Storm Water Inspector because of less equivalencies across agencies.

Figure 5:
Storm Water Compliance Manager Salary Comparisons and Proposal



Value to the City of San Diego

The purpose of the Storm Water Inspector series is to ensure the City complies with the Municipal Separate Storm Sewer System Permit (MS4 Permit) issued by Region Nine’s Regional Water Quality Control Board. Failure to comply with the MS4 Permit has, in the past, lead to hefty fines levied against the City (and most certainly will in the future). In addition to compliance with the MS4 permit, Storm Water Inspectors play a key role in the Mayor and City Council’s "Clean SD" initiative. Inspectors are regularly in the field evaluating businesses activities against local storm water regulations and educating businesses owners on various good housekeeping practices. Due to the high level of public interaction, Inspectors have also taken on the initiative of educating business owners on various City resources including *Get It Done*. Overall, Inspectors are a vital resource to the City of San Diego’s operations, the citizens of the City, and the local business community that seeks to thrive in it.

Conclusion

The Storm Water Inspector series has been experiencing significant difficulties with retention and will continue to face these difficulties until action is taken. The fifty-three (53) percent turnover rate, the lack of competitive compensation, the creation of a series without salary study, and the vital role the Inspector series provides to the community should showcase several compelling reasons to prove a deeper analysis should be conducted and an increase in pay is warranted. All members of the Storm Water Inspection series appreciate the Personnel Department’s review and consideration of this proposal.

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

Appendix A

Resignation Statements

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Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

To whom it may concern:

I very much enjoyed my time with the Transportation and Storm Water Department's Inspections Group and am grateful for the opportunities that it has provided me. There were various factors that I considered before deciding to leave and it brings me no pleasure to say that the determining factor was pay.

When I began with the City, I did not have experience in storm water inspections nor any kind of environmental inspections for that matter, but it was decided that my science degree and experience in quality control would make me successful. The group invested in my learning by sending me to seminars, trainings, conferences, as well as reimbursing me for courses and certifications. I professionally progressed and was soon promoted to Storm Water Inspector II, Storm Water Inspector III, and ultimately Supervising Storm Water Inspector.

Because of my background in science and now my experience with environmental regulation, I am qualified for a number of positions across the environmental science spectrum that pay more than my current position. When the FEWD Program Manager position opened with the Public Utilities Department, I applied and was offered the position, which I accepted. While the work is similar and the pay is technically the pay of a Wastewater Pretreatment Inspector III, it is still a ten percent raise for me to leave the Storm Water program for the Wastewater program. Ironically, Storm Water Inspectors were previously paid the same amount as Wastewater Pretreatment Inspectors because the Personnel Department had found that the "level of responsibility and complexity of duties performed were comparable to the Wastewater Pretreatment Inspector classifications."

Per Personnel's guidelines, it will be argued that my transfer to another department will not "count" as turnover, however I assure the reader that my departure, and any member's departure for that matter, is significantly detrimental to the group's ability to complete State-mandated annual requirements. It is of utmost importance that the hemorrhaging of employees from this group is not only recognized but addressed.

I thank you for your time and am willing to share more if desired.

Regards,

Julie Marlett

Storm Water Inspector Series, Storm Water Division
Request for Special Salary Adjustment for Fiscal Year 2022

From: [Kimberly Valenzuela](#)
To: [Marlett, Julie](#)
Subject: RE: BIG FAVOR
Date: Tuesday, July 16, 2019 3:47:53 PM

"One of the main reasons I left the City of San Diego (City) was because a similar position at another local municipality offered higher pay and a pension. This was also considering that my commute would increase to be 3 times longer than it was while working with the City, and I would be losing out on paid parental leave (since I was pregnant). In the end, I found it would be more beneficial and worth it for me in the long-term to move on from the City to another local government that made me feel more secure about my future." - Kimberly Valenzuela



CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

SUPERVISOR'S EMPLOYEE SEPARATION REPORTING FORM

REFERENCE: Personnel Manual Index Code L-6

INSTRUCTIONS: This form is to be completed by the separating employee's first level (immediate) supervisor and immediately sent through the chain of command to the Personnel Department (M.S. 51P). Supervisors must personally interview each separating employee, if possible, to fully develop the reasons for separation. Suggested questions based on the reason for separation are found as addendum to Personnel Manual Index Code L-6. For further assistance, call your Personnel Department Liaison Analyst.

Department/Personnel Area: Transportation/Storm Water/Inspections (2116, 121218, 6250)
Supervisor's Name: Andre Sonksen Work Phone: (658) 541-4317

Name of Employee: <u>Robert Grigg</u>	Pern#: <u>124773</u>
Forwarding address of Employee: <u>7055 Hillsboro St. SD, CA 92120</u>	

Effective date of separation: July 11, 2018 (If necessary, attach extra pages for reason of leaving)

Quit Discharge Retirement End of Limited Appointment Layoff

Describe reason for separation: Despite demoting from a supervisor down to an Inspector II Position, Encina WWA offered a higher starting salary that also has a significantly higher top end salary. In addition, Encina's pension structure is 2.7 @ 55 vs the City's 2.5 @ 55 and Encina's medical cafeteria contribution \$17,XXX vs the City's \$11,XXX. Lastly, Robert felt that personnel's change to the minimum qualifications for the Storm Water Inspectors Series that allowed work experience to substitute the educational requirements undermines the safety and integrity of the series.

Copy of Resignation Form attached: Yes No If No, Why? _____

Final overall evaluation: Meets Standards Unsatisfactory
 EPRP - No Rating Other

Recommendation for rehire: Yes No (If No, please include remarks or attach supporting documentation)

Remarks: _____

EMPLOYEE WAS GIVEN FORM CS-40 (UI) - NOTICE TO EMPLOYEE ABOUT UNEMPLOYMENT COMPENSATION

Date: 6-19-18
Supervisor Signature: [Signature] Date: 6-20-18
Appointing Authority Name: [Signature] Date: 6/20/18
Appointing Authority Signature: [Signature]



**CITY OF SAN DIEGO
 CIVIL SERVICE COMMISSION**

SUPERVISOR'S EMPLOYEE SEPARATION REPORTING FORM

REFERENCE: Personnel Manual Index Code L-6

INSTRUCTIONS: This form is to be completed by the separating employee's first level (immediate) supervisor and immediately sent through the chain of command to the Personnel Department (M.S. 51P). Supervisors must personally interview each separating employee, if possible, to fully develop the reasons for separation. Suggested questions based on the reason for separation are found as addendum to Personnel Manual Index Code L-6. For further assistance, call your Personnel Department Liaison Analyst.

Department/Personnel Area: Transportation & Storm Water Department/Inspectors
 Supervisor's Name: Robert Grigg Work Phone: (858) 541-4391

Name of Employee: <u>Cory T. Miyabara</u>	Permit: <u>133486</u>
Forwarding address of Employee: <u>5206 E. Dinuba Ave. Fowler, CA 93625</u>	

Effective date of separation: April 6, 2018 (If necessary, attach extra pages for reason of leaving)

Quit Discharge Retirement End of Limited Appointment Layoff

Describe reason for separation: Leaving for a new job in a different area in State of California, Monterey One Water in Marina, CA. I'm currently a Storm Water Inspector in TSW but used to work in POD as a Wastewater Pretreatment Inspector and will be leaving the City of San Diego for higher pay as a wastewater Inspector. The classification is called Senior Source Control Inspector.

Copy of Resignation Form attached: Yes No If No, Why? _____

Final overall evaluation: Meets Standards Unsatisfactory
 EPRP - No Rating Other

Recommendation for rehire: Yes No (If No, please include remarks or attach supporting documentation)

Remarks: _____

EMPLOYEE WAS GIVEN FORM CS-40 (UI) - NOTICE TO EMPLOYEE ABOUT UNEMPLOYMENT COMPENSATION
 Date: 3-6-18

Supervisor Signature: Robert Grigg Date: 3-13-18
 Appointing Authority Name: DREW REELS Date: 2/14/18
 Appointing Authority Signature: [Signature]

CITY OF SAN DIEGO
RESIGNATION FORM

I WISH TO RESIGN FROM MY POSITION AS Program Manager POSITION No. 30013332
IN THE Transportation & Storm Water DEPARTMENT, EFFECTIVE 7/21/2017
(DATE)
FOR THE FOLLOWING REASONS: To accept a higher paying job with better benefits with the City of Del Mar.

Clement Brown
(PRINT NAME)

243582
PERNR


(EMPLOYEE'S SIGNATURE)

7/11/2017
(DATE)

APPOINTING AUTHORITY'S STATEMENT



I ACCEPT THIS RESIGNATION AND RECOMMEND REHIRING THIS EMPLOYEE.

Appendix B

Outside Agencies' Job Descriptions and Salary Documentation

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Environmental Compliance Inspector I

Class Code:
50815

Bargaining Unit: Administrative / Clerical /
Engineering

CITY OF ESCONDIDO
Revision Date: Jul 1, 2018

SALARY RANGE

\$24.39 - \$29.65 Hourly
\$4,227.49 - \$5,138.55 Monthly
\$50,729.93 - \$61,662.55 Annually

SUMMARY DESCRIPTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under supervision (Environmental Compliance Inspector I) or general supervision (Environmental Compliance Inspector II), performs a variety of technical work in support of the City's Wastewater and Environmental Programs divisions, including sewer and storm water inspections and monitoring of commercial food, automotive, industrial, and commercial facilities. Performs field inspections and enforcement for the protection of public health and safety in the areas of water quality, pollution control, and overall environmental protection for compliance of the City's wastewater and storm water N.P.D.E.S. permits, municipal code, and EPA guidelines; incorporates public education in daily work; and maintains a variety of records, files, and related documents.

DISTINGUISHING CHARACTERISTICS

Environmental Compliance Inspector I: 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. Assignments are generally issued through the asset management program, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees. Positions at this level are primarily responsible for inspecting and monitoring commercial food, automotive, industrial, and commercial facilities; and investigates sewer and storm water complaints. Employees at the "I" level are expected to learn the full scope of duties, including reporting requirements. As experience is acquired, incumbents perform with less immediate supervision and continue to learn the full scope of duties and responsibilities. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, possession of required certifications, completing the progression criteria established by the Department, and upon review and approval of the department head.

Environmental Compliance Inspector II: This is the full journey-level class in the Environmental Compliance Inspector series. Employees within this class are distinguished from the Environmental Compliance Inspector I by the performance of the full range of duties as assigned. Employees at this level receive minimal instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by progression from the Environmental Compliance Inspector I level when experience and required certifications are obtained and progression criteria met, or when filled from the outside, require prior directly related experience and possession of required certifications.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participates in the implementation and enforcement of federal, state, and local environmental regulations in accordance with the City's wastewater and storm water N.P.D.E.S. permits..

Inspects grease traps, grease interceptors, sand and oil clarifiers, sumps, rain valves and pumps, drain inserts/screens/baskets, downspout filters, hydrodynamic separators, vegetated swales, detention, bioretention and infiltration basins, sand filters, and other storm water or sewer pretreatment systems.

Monitors commercial food, automotive, industrial and commercial facilities for compliance with state and federal mandates and local ordinances as assigned.

Investigates complaints received regarding alleged violations of waste discharge standards including but not limited to: possible illicit discharges into the storm water conveyance system, private sewer overflows, pool discharges, hazardous waste discharges, sediment and erosion discharge into the storm drain system.

Conducts water quality sampling for sewer overflows and sewer investigation; places and removes sampling devices to collect discharge samples.

Operates and calibrates a variety of simple laboratory, sampling, and related equipment including pH meters, flow meter, atmosphere monitor, conductivity and other various meters, ammonia and chlorine test kits, and automatic sampling devices as assigned; programs ISSCO samplers for the collection of wastewater samples; monitors pH and flow from regulated industrial users or into the collection system for investigations.

Plan checks and reviews blueprints to ensure proper sizing of fixtures and to ensure all required fixtures are connected to pretreatment equipment.

Calculates required capacity of grease removal equipment and sand oil clarifiers.
Prescribes frequency of preventative maintenance for grease removal equipment and sand oil clarifiers.

Prepares and maintains a variety of records, files, and related documents including on inspections and related activities; collects and calculates totals for monthly and annual reports; prepares correspondence and summary reports.

Conducts inspections, service requests, work orders, and investigations in the field using the City's digital asset management system, which includes uploading documents, emails, pictures, and printing reports.

Operates portable office equipment in the field to conduct inspections, service requests, work orders, and investigations.

Provides information, advises, and responds to inquiries from business owners and operators, other governmental agency staff, and the public concerning environmental compliance regulations, requirements, and policies.

Performs related duties as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Pertinent federal, state, and local codes, laws, and regulations including uniform plumbing codes related to sanitary sewer connections and those related to industrial waste and storm water discharge standards.

Sanitary sewer conveyance systems.

Mechanical function of grease removal equipment, sand oil clarifier, and related equipment.

Wastewater treatment processes and technology.

Methods and techniques of inspection and sampling.

Principles and practices of record keeping and basic report preparation.

Occupational hazards and standard safety practices associated with area of work assignment including safety principles and practices related to waste collection traps.

Structural and non-structural storm water best management practices for existing development and construction projects.

Principles and practices of customer service.

Operational characteristics of equipment and tools used in work activities including field analysis equipment for water quality sampling.

Basic mathematical principles.

Office procedures, methods, and equipment including computers.

Ability to:

Enforce wastewater and storm water regulations and rules through investigation and identification of non-compliance and seek resolutions.

Recognize potential violations of the City's municipal code, policies, and discharge standards.

Read and interpret blueprints, plans, and maps.

Plan review new construction for sanitary sewer connections and pretreatment standards.

Communicate technical information related to storm water, sanitary sewer, and industrial waste activities.

Maintain accurate records and prepare reports of inspection activities.

Exercise initiative and judgment relative to enforcement activities.

Prepare and maintain a variety of records including computerized records; prepare accurate and complete reports.

Interpret and apply policies, procedures, and standards to specific situations.

Perform mathematical calculations.

Ensure adherence to safe work practices and procedures.

Understand and follow written and oral instructions.

Work independently and efficiently to carry out assignments.

Deal effectively with the public and represent the City in a positive and professional manner.

Operate and use modern office equipment including computers and supporting applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Safely drive and skillfully operate and calibrate required laboratory and sampling equipment.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Lift heavy manhole covers and ascend tall vertical ladders.

Act for the Senior Environmental Compliance Inspector or Environmental Compliance Supervisor in his/her absence as assigned.

EDUCATION / EXPERIENCE / LICENSE / CERTIFICATE:

Environmental Compliance Inspector I/II

Education/Training:

Equivalent to the completion of the twelfth grade. Supplemental specialized training/coursework in water, storm water, and/or wastewater technology is desirable.

Environmental Compliance Inspector I

Experience:

Two years (full-time equivalent) of experience in the wastewater technology, chemistry, biology, environmental engineering, or related field. Experience in inspection/compliance is highly desirable. College-level coursework in wastewater technology, chemistry, biology, environmental engineering, or related discipline may be substituted for up to two years of required experience on a year-for-year basis.

License or Certificate:

Possession of a valid Class C driver's license.

Possession of a Grade I Environmental Compliance Inspector certificate issued by the California Water Environment Association is highly desirable.

Environmental Compliance Inspector II

Education/Training:

Equivalent to the completion of the twelfth grade. Supplemental specialized training/coursework in water, storm water, and/or wastewater technology is desirable.

Completion of progression criteria established by Department.

Experience:

Two years (full-time equivalent) of responsible experience performing duties comparable to an Environmental Compliance Inspector I with the City of Escondido or comparable environmental compliance inspection experience.

License or Certificate:

Possession of a valid Class C driver's license.

Possession of a Grade I Environmental Compliance Inspector certificate issued by the California Water Environmental Association.

Effective July 1, 2019, possession of a Grade II Environmental Compliance Inspector certificate issued by the California Water Environmental Association will be required to progress to or be hired as an Environmental Compliance Inspector II.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Field setting with travel from site to site. Exposure to extreme noise in manufacturing environment; fumes and odors of process venting; dust from manufacturing; mechanical hazards in operating vehicles; radiation hazards possibly resulting from manufacturing processes or facilities; all types of weather and temperature conditions. Work schedule is 9/80; subject to 24-hour emergency call back and may require working standby duties, overtime, varying hours, weekends and holidays. Work environment is

informal, both team and autonomy oriented, having both routine and variable tasks, with variable pace and pressure. Work is performed in the office and laboratory at the Resource Recovery Facility and in the field at manufacturing facilities and commercial and industrial establishments.

Physical: Primary functions require sufficient physical ability to work in a field setting and operate assigned equipment. FREQUENT walking, standing, sitting, utilizing a tool to lift and slide objects weighing up to 75 lbs., at ground level, fine-finger dexterity to manipulate computer, operate and calibrate equipment; OCCASIONAL bending and stooping, squatting, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck, lifting objects weighing up to 10 lbs. from below waist to above shoulders and transporting distances up to 200 yards, lifting objects weighing 11-50 lbs. from below waist to waist level and transporting distances up to 200 yards with or without assistance, grasp and grip to lift and carry equipment, hand and arm strength and foot dexterity to operate automobile or light pickup; INFREQUENT crawling, climbing, reaching at and above shoulder height, kneeling, balancing above ground, lifting objects weighing 11-50 lbs. from chest level to above shoulders, with or without assistance.

Vision: See in the normal visual range with or without correction. Vision sufficient to read computer screens and printed documents and to observe manufacturing processes and observe situations in performance of inspections.

Hearing: Hear in the normal audio range with or without correction. Hearing sufficient to hear warning signals in unfamiliar surroundings at industrial and commercial establishments.

SUPPLEMENTAL INFORMATION:

NOTE: For a complete listing of job duties and qualifications, please refer to the corresponding job description, which can be obtained from the Human Resources Department or downloaded from the City's web site. The City of Escondido is committed to a drug and alcohol free workplace. All applicants will be subject to fingerprint investigation before a conditional offer of employment is extended. A medical examination, along with a DRUG SCREEN will be conducted following a conditional offer of employment. Positions subject to the Department of Transportation (DOT) regulations will be subject to DOT pre-employment drug testing and random drug and alcohol testing.

SELECTION PROCEDURE

Applications will be screened and the most qualified candidates will be invited to appear for testing. All positions require the ability to read, write and speak English. Types of tests may include written and/or oral examination, physical agility, practical exam or other appropriate job-related selection process. When testing is completed, candidates will be ranked on an eligibility list in the order of their test score. Selection for appointments is made from names certified on the eligibility list.

All appointments are subject to the successful completion of background investigation including LIVESCAN fingerprinting, and will be required to submit verification of the legal right to work in the United States.

Qualification by a medical examination will be required at the time of appointment. After appointment, classified employees must satisfactorily complete a probationary period to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three days of their employment. The City of Escondido participates in E-Verify®.

The Loyalty Oath will be administered to all new employees on their first day of hire. New employees hired into positions that require a driver's license must provide proof of a valid California Driver's License of the appropriate class level on their first day of employment.

Additional information regarding the essential functions and physical, environmental and communication demands of the position may be obtained from the Human Resources Department. If you require reasonable accommodation in the testing process, such as an alternate means of testing, you must contact the Human Resources Department by the final filing date to complete a Request for Reasonable Accommodation form. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Note: Pursuant to California Civil Code section 1786.53, the City of Escondido shall provide to all job candidates a copy of any records of arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment which was obtained in the course of conducting an evaluation for employment, assignment, and/or promotion. A copy of this information, if received by the City, will be given to candidates within seven days of the City's receipt.

VETERANS' PREFERENCE

Eligible individuals are those who meet the following criteria:

- Served in the U.S. armed forces
- Received an honorable discharge
- Did not retire from military service
- Seeking employment with the City of Escondido for the first time.

Guard and Reserve active duty for training purposes **does not** qualify for veterans' preference. Proof of eligibility (copy of DD-214) must be submitted at time of application, or later if the promulgation of the eligibility list will not be delayed. Veterans' preference credit will only be applied to eligible applicants who attained a passing grade (total score exclusive of credit) on the final open examination.

ABOUT OUR CITY

The City of Escondido is a prominent agricultural, commercial hub and residential center of North San Diego County. Located a short 30-minute drive from the beach, the mountains or downtown San Diego, Escondido residents enjoy the pleasure of a rural lifestyle with all the benefits of suburban living. Escondido is a diverse, vibrant community with many amenities. The city offers attractive homes in a wide range of prices, two lakes, several parks, a sports center, golf courses, restaurants, wineries, shopping centers, a variety of art galleries, entertainment venues, and a state of the art hospital. Established in 1888, the city's rich past brings charm and stability to the community; yet integrated with Escondido's treasured heritage is a progressive future, bright and brimming with promise.

EOE The City of Escondido does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. We will attempt to reasonably accommodate applicants with disabilities upon request.

CLASS SPEC HISTORY:

June 2018
JF/Department

October 2004
Johnson and Associates



Environmental Compliance Inspector II

Class Code:
50825

Bargaining Unit: Administrative / Clerical /
Engineering

CITY OF ESCONDIDO
Revision Date: Jul 1, 2018

SALARY RANGE

\$26.92 - \$32.72 Hourly
\$4,666.36 - \$5,671.99 Monthly
\$55,996.36 - \$68,063.92 Annually

SUMMARY DESCRIPTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under supervision (Environmental Compliance Inspector I) or general supervision (Environmental Compliance Inspector II), performs a variety of technical work in support of the City's Wastewater and Environmental Programs divisions, including sewer and storm water inspections and monitoring of commercial food, automotive, industrial, and commercial facilities. Performs field inspections and enforcement for the protection of public health and safety in the areas of water quality, pollution control, and overall environmental protection for compliance of the City's wastewater and storm water N.P.D.E.S. permits, municipal code, and EPA guidelines; incorporates public education in daily work; and maintains a variety of records, files, and related documents.

DISTINGUISHING CHARACTERISTICS

Environmental Compliance Inspector I: 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. Assignments are generally issued through the asset management program, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees. Positions at this level are primarily responsible for inspecting and monitoring commercial food, automotive, industrial, and commercial facilities; and investigates sewer and storm water complaints. Employees at the "I" level are expected to learn the full scope of duties, including reporting requirements. As experience is acquired, incumbents perform with less immediate supervision and continue to learn the full scope of duties and responsibilities. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, possession of required certifications, completing the progression criteria established by the Department, and upon review and approval of the department head.

Environmental Compliance Inspector II: This is the full journey-level class in the Environmental Compliance Inspector series. Employees within this class are distinguished from the Environmental Compliance Inspector I by the performance of the full range of duties as assigned. Employees at this level receive minimal instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by progression from the Environmental Compliance Inspector I level when experience and required certifications are obtained and progression criteria met, or when filled from the outside, require prior directly related experience and possession of required certifications.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participates in the implementation and enforcement of federal, state, and local environmental regulations in accordance with the City's wastewater and storm water N.P.D.E.S. permits..

Inspects grease traps, grease interceptors, sand and oil clarifiers, sumps, rain valves and pumps, drain inserts/screens/baskets, downspout filters, hydrodynamic separators, vegetated swales, detention, bioretention and infiltration basins, sand filters, and other storm water or sewer pretreatment systems.

Monitors commercial food, automotive, industrial and commercial facilities for compliance with state and federal mandates and local ordinances as assigned.

Investigates complaints received regarding alleged violations of waste discharge standards including but not limited to: possible illicit discharges into the storm water conveyance system, private sewer overflows, pool discharges, hazardous waste discharges, sediment and erosion discharge into the storm drain system.

Conducts water quality sampling for sewer overflows and sewer investigation; places and removes sampling devices to collect discharge samples.

Operates and calibrates a variety of simple laboratory, sampling, and related equipment including pH meters, flow meter, atmosphere monitor, conductivity and other various meters, ammonia and chlorine test kits, and automatic sampling devices as assigned; programs ISSCO samplers for the collection of wastewater samples; monitors pH and flow from regulated industrial users or into the collection system for investigations.

Plan checks and reviews blueprints to ensure proper sizing of fixtures and to ensure all required fixtures are connected to pretreatment equipment.

Calculates required capacity of grease removal equipment and sand oil clarifiers.
Prescribes frequency of preventative maintenance for grease removal equipment and sand oil clarifiers.

Prepares and maintains a variety of records, files, and related documents including on inspections and related activities; collects and calculates totals for monthly and annual reports; prepares correspondence and summary reports.

Conducts inspections, service requests, work orders, and investigations in the field using the City's digital asset management system, which includes uploading documents, emails, pictures, and printing reports.

Operates portable office equipment in the field to conduct inspections, service requests, work orders, and investigations.

Provides information, advises, and responds to inquiries from business owners and operators, other governmental agency staff, and the public concerning environmental compliance regulations, requirements, and policies.

Performs related duties as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Pertinent federal, state, and local codes, laws, and regulations including uniform plumbing codes related to sanitary sewer connections and those related to industrial waste and storm water discharge standards.

Sanitary sewer conveyance systems.

Mechanical function of grease removal equipment, sand oil clarifier, and related equipment.

Wastewater treatment processes and technology.

Methods and techniques of inspection and sampling.

Principles and practices of record keeping and basic report preparation.

Occupational hazards and standard safety practices associated with area of work assignment including safety principles and practices related to waste collection traps.

Structural and non-structural storm water best management practices for existing development and construction projects.

Principles and practices of customer service.

Operational characteristics of equipment and tools used in work activities including field analysis equipment for water quality sampling.

Basic mathematical principles.

Office procedures, methods, and equipment including computers.

Ability to:

Enforce wastewater and storm water regulations and rules through investigation and identification of non-compliance and seek resolutions.

Recognize potential violations of the City's municipal code, policies, and discharge standards.

Read and interpret blueprints, plans, and maps.

Plan review new construction for sanitary sewer connections and pretreatment standards.

Communicate technical information related to storm water, sanitary sewer, and industrial waste activities.

Maintain accurate records and prepare reports of inspection activities.

Exercise initiative and judgment relative to enforcement activities.

Prepare and maintain a variety of records including computerized records; prepare accurate and complete reports.

Interpret and apply policies, procedures, and standards to specific situations.

Perform mathematical calculations.

Ensure adherence to safe work practices and procedures.

Understand and follow written and oral instructions.

Work independently and efficiently to carry out assignments.

Deal effectively with the public and represent the City in a positive and professional manner.

Operate and use modern office equipment including computers and supporting applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Safely drive and skillfully operate and calibrate required laboratory and sampling equipment.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Lift heavy manhole covers and ascend tall vertical ladders.

Act for the Senior Environmental Compliance Inspector or Environmental Compliance Supervisor in his/her absence as assigned.

EDUCATION / EXPERIENCE / LICENSE / CERTIFICATE:

Environmental Compliance Inspector I/II

Education/Training:

Equivalent to the completion of the twelfth grade. Supplemental specialized training/coursework in water, storm water, and/or wastewater technology is desirable.

Environmental Compliance Inspector I

Experience:

Two years (full-time equivalent) of experience in the wastewater technology, chemistry, biology, environmental engineering, or related field. Experience in inspection/compliance is highly desirable. College-level coursework in wastewater technology, chemistry, biology, environmental engineering, or related discipline may be substituted for up to two years of required experience on a year-for-year basis.

License or Certificate:

Possession of a valid Class C driver's license.

Possession of a Grade I Environmental Compliance Inspector certificate issued by the California Water Environment Association is highly desirable.

Environmental Compliance Inspector II

Education/Training:

Equivalent to the completion of the twelfth grade. Supplemental specialized training/coursework in water, storm water, and/or wastewater technology is desirable.

Completion of progression criteria established by Department.

Experience:

Two years (full-time equivalent) of responsible experience performing duties comparable to an Environmental Compliance Inspector I with the City of Escondido or comparable environmental compliance inspection experience.

License or Certificate:

Possession of a valid Class C driver's license.

Possession of a Grade I Environmental Compliance Inspector certificate issued by the California Water Environmental Association.

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PHYSICAL DEMANDS & WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Field setting with travel from site to site. Exposure to extreme noise in manufacturing environment; fumes and odors of process venting; dust from manufacturing; mechanical hazards in operating vehicles; radiation hazards possibly resulting from manufacturing processes or facilities; all types of weather and temperature conditions. Work schedule is 9/80; subject to 24-hour emergency call back and

may require working standby duties, overtime, varying hours, weekends and holidays. Work environment is informal, both team and autonomy oriented, having both routine and variable tasks, with variable pace and pressure. Work is performed in the office and laboratory at the Resource Recovery Facility and in the field at manufacturing facilities and commercial and industrial establishments.

Physical: Primary functions require sufficient physical ability to work in a field setting and operate assigned equipment. FREQUENT walking, standing, sitting, utilizing a tool to lift and slide objects weighing up to 75 lbs., at ground level, fine-finger dexterity to manipulate computer, operate and calibrate equipment; OCCASIONAL bending and stooping, squatting, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck, lifting objects weighing up to 10 lbs. from below waist to above shoulders and transporting distances up to 200 yards, lifting objects weighing 11-50 lbs. from below waist to waist level and transporting distances up to 200 yards with or without assistance, grasp and grip to lift and carry equipment, hand and arm strength and foot dexterity to operate automobile or light pickup; INFREQUENT crawling, climbing, reaching at and above shoulder height, kneeling, balancing above ground, lifting objects weighing 11-50 lbs. from chest level to above shoulders, with or without assistance.

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CLASS SPEC HISTORY:

June 2018
JF/Department

October 2004
Johnson and Associates



Senior Environmental Compliance Inspector

Class Code:
50821

Bargaining Unit: Administrative / Clerical /
Engineering

CITY OF ESCONDIDO
Revision Date: Jul 1, 2018

SALARY RANGE

\$36.21 - \$44.01 Hourly
\$6,275.74 - \$7,628.20 Monthly
\$75,308.87 - \$91,538.40 Annually

SUMMARY DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Under direction, performs a variety of complex and difficult technical work in support of the City's Wastewater and Environmental Programs divisions, including sewer and storm water inspections and monitoring of commercial food, automotive, industrial, and commercial facilities. Performs field inspections and enforcement for the protection of public health and safety in the areas of water quality, pollution control, and overall environmental protection for compliance of the City's wastewater and storm water N.P.D.E.S. permits, municipal code, and EPA guidelines; incorporates public education in daily work; maintains a variety of records, files, and related documents; and provides lead supervision and training to other staff.

Distinguishing characteristics

This is the advanced journey level class in the Environmental Compliance Inspector series with primary responsibility for inspecting and monitoring industrial and commercial facilities. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series and serve as lead worker for an assigned group of employees. Employees at this level may be assigned specialized functions and are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Leads, plans, trains, and reviews the work of staff responsible for performing a full range of technical work in support of the City's wastewater pretreatment and storm water inspection programs; ensures the timely and accurate completion of work activities.

Provides instruction and training to assigned employees in their areas of work including related methods, procedures, and techniques; provides training in sampling and inspection techniques and procedures as well as in related ordinances and codes.

Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance

with applicable standards and specifications; ensures adherence to safe work practices and procedures; supervises the use, care, and operation of equipment; ensures adherence to best management practices; ensures cleanliness of work area and tools.

Performs the full range of duties involved in the implementation and enforcement of federal, state, and local environmental regulations in accordance with the City's wastewater and storm water N.P.D.E.S. permits.

Inspects commercial and industrial establishments for compliance with state, federal, and local environmental regulations related to wastewater and storm water.

Reviews and evaluates permit applications, discharge reports, facility modifications, and pretreatment systems. Plan checks and reviews blueprints to ensure proper sizing of fixtures and to ensure all required fixtures are connected to pretreatment equipment.

Calculates required capacity of grease removal equipment and sand oil clarifiers.

Prescribes frequency of preventative maintenance for grease removal equipment and sand oil clarifiers.

Provides information, advises, and responds to inquiries from business owners and operators, other governmental agency staff, and the public concerning environmental compliance regulations, requirements, and policies.

Determines sampling locations and methods; collects representative samples of wastewater or storm water from industrial, commercial, residential, and institutional sources, various interceptors, and storm drains; utilizes appropriate containers and preservation methods; performs field and laboratory tests on samples collected; observes and records field conditions, flow meter readings, field test results, and other data relevant to sampling conditions and complete documentation.

Initiates appropriate enforcement action after identifying noncompliance with local, state, or federal requirements; prepares and issues written notices of correction, notices of requirements, violations of regulation, and administrative citations; researches compliance history of facilities; participates in enforcement hearings and monitors follow-up action.

Evaluates local and federal compliance monitoring reports including spill management plans, pollution prevention plans, self-monitoring reports, slug discharge prevention plan, and storm water pollution prevention plans.

Ability to search online databases for publicly available information and environmental data.

Investigates and traces sources of illegal waste discharges entering into the storm water or wastewater collection systems; responds to and coordinates call-outs; provides technical assistance and guidance; observes, monitors, and evaluates conditions; initiates appropriate responses.

Plans and participates in pollution prevention program projects including commercial business regulation, development of best management practices, program planning and reporting, and public outreach.

Supervises and participates in a variety of record keeping and reporting functions; prepares and maintains a variety of records, files, and related documents; prepares a variety of periodic and special reports including monthly operation reports and reports to state and federal agencies; advises management of significant data or information related of the work of the unit.

Prepares manuals and reports including those that summarize requirements and regulations.

Operates and calibrates a variety of simple laboratory, sampling, and related equipment including pH meters, flow meter, atmosphere monitor, conductivity and other various meters, ammonia and chlorine test kits, and automatic sampling devices as assigned; repairs and replaces necessary part or assemblies; orders necessary supplies and parts; ensures sampling equipment is operating properly and set-up is adequate.

Ensures adequate spill response kits are available for each departmental vehicle; orders new materials as necessary.

Provides courteous customer service; responds to requests for information; investigates complaints.

Responds to emergency sanitary sewer overflows and odor complaints.

Coordinates work activities and services with other City departments and work groups; works in conjunction with the Building Division on new facilities and tenant improvements; works with the Fire Department on compliance issues and hazardous waste issues; works with the Code Enforcement unit to bring commercial, industrial, and residential facilities into compliance.

Assists storm water management staff to implement decisions made in regards to storm water N.P.D.E.S. permit requirements and tracking techniques.

Researches and maintains current knowledge of pertinent information and developments in the environmental compliance functional areas; evaluates and implements state, federal, or local requirements necessary to maintain approved pretreatment program.

Assist in structural BMP inspections; assist with dry weather and wet weather storm drain sampling and visual monitoring.

Conducts inspections, service requests, work orders, and investigations in the field using the City's digital asset management system, which includes uploading documents, emails, pictures, and printing reports.

Operates portable office equipment in the field to conduct inspections, service requests, work orders, and investigations.

Performs related duties as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of industrial waste and pretreatment inspection programs.

Principles of lead supervision and training.

Pertinent federal, state, and local codes, laws, and regulations including Clean Water Act, uniform plumbing codes related to sanitary sewer connections and those related to industrial waste and storm water discharge standards.

EPA industrial waste/pretreatment operation principles.

Methods and techniques of testing industrial waste generating processes.

Sanitary sewer conveyance systems.

Mechanical function of grease removal equipment, sand oil clarifiers, and other relevant equipment.

Wastewater treatment processes and technology.

Methods and techniques of inspection and sampling.

Principles and practices used in hazardous material handling and response.

Structural and non-structural storm water best management practices for existing development and construction projects.

Principles and practices of record keeping and basic report preparation.

Occupational hazards and standard safety practices associated with area of work assignment including safety principles and practices related to waste collection traps and industrial waste inspection.

Principles and practices of customer service.

Operational characteristics of equipment and tools used in work activities including field analysis equipment for water quality sampling.

Basic mathematical principles.

Office procedures, methods, and equipment including computers.

Ability to:

Lead, organize, and review the work of staff.

Independently perform the most difficult industrial waste and pretreatment inspection program related duties including the inspection and monitoring of industrial and commercial facilities for compliance with federal, state, and local regulations regarding industrial pretreatment and storm water discharge.

Review and evaluate reports, permits, and applications.

Receive, investigate, and resolve internal and external complaints.

Interpret, explain, and enforce department policies and procedures.

Ensure adherence to safe work practices and procedures.

Enforce wastewater and stormwater regulations and rules through investigation and identification of non-compliance and seek resolutions.
 Recognize potential violations of industrial waste and storm water discharge standards and the City's municipal code.
 Read and interpret blueprints, plans, and maps.
 Plan review new construction for sanitary sewer connections and pretreatment standards.
 Communicate technical information related to storm water, sanitary sewer, and industrial waste activities.
 Maintain accurate records and prepare reports of inspection activities.
 Exercise initiative and judgment relative to enforcement activities.
 Prepare and maintain a variety of records including computerized records; prepare accurate and complete reports.
 Interpret and apply policies, procedures, and standards to specific situations.
 Perform mathematical calculations.
 Ensure adherence to safe work practices and procedures.
 Understand and follow written and oral instructions.
 Work independently and efficiently to carry out assignments.
 Deal effectively with the public and represent the City in a positive and professional manner.
 Operate and use modern office equipment including computers and supporting applications.
 Adapt to changing technologies and learn functionality of new equipment and systems.
 Safely drive and skillfully operate and calibrate required laboratory and sampling equipment.
 Demonstrate an awareness and appreciation of the cultural diversity of the community.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.
 Lift heavy manhole covers and ascend tall vertical ladders.
 Act for the Environmental Compliance Supervisor in his/her absence as assigned

EDUCATION / EXPERIENCE / LICENSE / CERTIFICATE:

Education/Training:

Equivalent to the completion of two years of college level coursework in wastewater technology, chemistry, biology, environmental engineering, or related discipline.

Experience:

Two years (full-time equivalent) of responsible experience performing duties comparable to an Environmental Compliance Inspector II in the City of Escondido or comparable industrial waste or environmental inspection experience.

License or Certificate:

Possession of a valid Class C driver's license.
 Possession of a Grade II Environmental Compliance Inspector certificate issued by the California Water Environmental Association.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Field setting with travel from site to site. Exposure to extreme noise in manufacturing environment; fumes and odors of process venting; dust from manufacturing; mechanical hazards in operating vehicles; radiation hazards possibly resulting from manufacturing processes or facilities; all types of weather and temperature conditions. Work schedule is 9/80; subject to 24-hour emergency call back and may require working standby duties, overtime, varying hours, weekends and holidays. Work environment is informal, both team and autonomy oriented, having both routine and variable tasks, with variable pace and pressure. Work is performed in the office and laboratory and in the field at manufacturing facilities and commercial and industrial establishments.

Physical: Primary functions require sufficient physical ability to work in a field setting and operate assigned equipment. FREQUENT walking, standing, sitting, utilizing a tool to lift and slide objects weighing up to 75

lbs., at ground level, fine-finger dexterity to manipulate computer, operate and calibrate equipment; OCCASIONAL bending and stooping, squatting, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck, lifting objects weighing up to 10 lbs. from below waist to above shoulders and transporting distances up to 200 yards, lifting objects weighing 11-50 lbs. from below waist to waist level and transporting distances up to 200 yards with or without assistance, grasp and grip to lift and carry equipment, hand and arm strength and foot dexterity to operate automobile or light pickup; INFREQUENT crawling, climbing, reaching at and above shoulder height, kneeling, balancing above ground, lifting objects weighing 11-50 lbs. from chest level to above shoulders, with or without assistance.

Vision: See in the normal visual range with or without correction. Vision sufficient to read computer screens and printed documents and to observe manufacturing processes and observe situations in performance of inspections.

Hearing: Hear in the normal audio range with or without correction. Hearing sufficient to hear warning signals in unfamiliar surroundings at industrial and commercial establishments.

SUPPLEMENTAL INFORMATION:

NOTE: For a complete listing of job duties and qualifications, please refer to the corresponding job description, which can be obtained from the Human Resources Department or downloaded from the City's web site. The City of Escondido is committed to a drug and alcohol free workplace. All applicants will be subject to fingerprint investigation before a conditional offer of employment is extended. A medical examination, along with a DRUG SCREEN will be conducted following a conditional offer of employment. Positions subject to the Department of Transportation (DOT) regulations will be subject to DOT pre-employment drug testing and random drug and alcohol testing.

SELECTION PROCEDURE

Applications will be screened and the most qualified candidates will be invited to appear for testing. All positions require the ability to read, write and speak English. Types of tests may include written and/or oral examination, physical agility, practical exam or other appropriate job-related selection process. When testing is completed, candidates will be ranked on an eligibility list in the order of their test score. Selection for appointments is made from names certified on the eligibility list.

All appointments are subject to the successful completion of background investigation including LIVESCAN fingerprinting, and will be required to submit verification of the legal right to work in the United States. Qualification by a medical examination will be required at the time of appointment. After appointment, classified employees must satisfactorily complete a probationary period to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three days of their employment. The City of Escondido participates in E-Verify®.

The Loyalty Oath will be administered to all new employees on their first day of hire. New employees hired into positions that require a driver's license must provide proof of a valid California Driver's License of the appropriate class level on their first day of employment.

Additional information regarding the essential functions and physical, environmental and communication demands of the position may be obtained from the Human Resources Department. If you require reasonable accommodation in the testing process, such as an alternate means of testing, you must contact the Human Resources Department by the final filing date to complete a Request for Reasonable Accommodation form. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Note: Pursuant to California Civil Code section 1786.53, the City of Escondido shall provide to all job candidates a copy of any records of arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment which was obtained in the course of conducting an evaluation for employment, assignment, and/or promotion. A copy of this information, if received by the City, will be given to candidates within seven days of the City's receipt.

VETERANS' PREFERENCE

Eligible individuals are those who meet the following criteria:

- Served in the U.S. armed forces
- Received an honorable discharge
- Did not retire from military service
- Seeking employment with the City of Escondido for the first time.

Guard and Reserve active duty for training purposes **does not** qualify for veterans' preference. Proof of eligibility (copy of DD-214) must be submitted at time of application, or later if the promulgation of the eligibility list will not be delayed. Veterans' preference credit will only be applied to eligible applicants who attained a passing grade (total score exclusive of credit) on the final open examination.

ABOUT OUR CITY

The City of Escondido is a prominent agricultural, commercial hub and residential center of North San Diego County. Located a short 30-minute drive from the beach, the mountains or downtown San Diego, Escondido residents enjoy the pleasure of a rural lifestyle with all the benefits of suburban living. Escondido is a diverse, vibrant community with many amenities. The city offers attractive homes in a wide range of prices, two lakes, several parks, a sports center, golf courses, restaurants, wineries, shopping centers, a variety of art galleries, entertainment venues, and a state of the art hospital. Established in 1888, the city's rich past brings charm and stability to the community; yet integrated with Escondido's treasured heritage is a progressive future, bright and brimming with promise.

EOE The City of Escondido does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. We will attempt to reasonably accommodate applicants with disabilities upon request.

CLASS SPEC HISTORY:

Revised: June 2018
JF/Department

October 2004
Johnson & Associates



Environmental Compliance Supervisor

Class Code:
50835

Bargaining Unit: Supervisory

CITY OF ESCONDIDO
Established Date: Mar 1, 2015
Revision Date: Mar 26, 2015

SALARY RANGE

\$41.99 - \$51.04 Hourly
\$7,277.93 - \$8,846.37 Monthly
\$87,335.20 - \$106,156.48 Annually

SUMMARY DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Under general direction, supervises, assigns, reviews, and participates in the work of staff in Environmental Compliance. Assists in the administration of Chapter 22 of the Escondido Municipal Code regulating discharges to the City's sanitary sewer and to the storm drain system; administers the City's environmental compliance and stormwater inspection programs; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Administers the City's environmental compliance and stormwater business inspection program and all related duties; plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for inspection work and special projects in environmental compliance and stormwater.

Ensures Best Management Practices (BMPs) are used for storm water run-off from commercial and industrial facilities.

Ensures complaints or suspected violations of Chapter 22 Escondido Municipal Code are promptly and thoroughly investigated and appropriately documented for reporting purposes.

Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.

Evaluates industrial dischargers for compliance with discharge regulations; prepare compliance letters and implement enforcement action.

Prepares and submits periodic reports to the California Regional Water Quality Control Board (RWQCB) and other related regulatory agencies; meets with RWQCB staff and other regulatory / resource agencies, industrial dischargers and consultants regarding industrial wastewater problems; attends water quality

related hearings and meetings.

Reviews plans of new construction for necessary industrial waste requirements.

Performs the more technical and complex tasks of the work unit.

Maintains records concerning operations and programs; prepares reports on operations and activities.

Investigates liability claims and policy violations related to wastewater and storm water issues.

Updates and administers assigned programs and systems including the asset management, GIS coverage, and CityWorks tracking programs.

Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of environmental compliance, stormwater and associated regulations; incorporates new developments as appropriate into programs.

Identifies industrial, commercial, and institutional accounts for sewer service charge review.

Administer monitoring projects, as needed by the Utilities Department.

Orders supplies and material; prepares cost estimates and develops equipment specifications.

Performs related duties as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities related to environmental compliance and stormwater inspection programs.

Pertinent federal, state, and local codes, laws, and regulations.

Principles of supervision, training, and performance evaluation.

Materials, methods, techniques, and terminology used in maintenance of storm drain infrastructure.

Operational characteristics of maintenance and construction equipment and tools used in work activities.

Proper and safe operation of equipment and machinery.

Proper procedures used in the maintenance and repair of hand and power tools.

Public works engineering design standards and specifications.

Mathematical principles.

Occupational hazards and standard safety practices including those associated with working in confined spaces.

Practices and procedures of traffic control including principles and practices used in the design and implementation of traffic control plans.

Basic principles and practices of municipal budget preparation and administration.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

Principles and practices of customer service.

Ability to:

Supervise, organize, and review the work of assigned staff involved in assigned program areas.

Coordinate and direct the environmental compliance and storm water inspection program services and activities.

Participate in the selection, training, and evaluation of assigned staff.
 Recommend and implement goals, objectives, policies and procedures for providing assigned services and activities.
 Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
 Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
 Prepare and maintain records including time and material use records.
 Prepare clear and concise reports.
 Participate in the preparation and administration of assigned budgets.
 Plan and organize work to meet changing priorities and deadlines.
 Estimate time, materials, equipment, and costs needed to perform various work.
 Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
 Work cooperatively within the Utilities department, other departments, City officials, and outside agencies.
 Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
 Ensure adherence to safe work practices and procedures.
 Ensure safety around work areas in high traffic.
 Work overtime as required.
 Respond to emergency calls.
 Safely drive and skillfully operate equipment and machinery.
 Demonstrate an awareness and appreciation of the cultural diversity of the community.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION / EXPERIENCE / LICENSE / CERTIFICATE:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized course work related to the construction, maintenance, and repair of wastewater collection and storm drain systems.

Experience:

Six years (full-time equivalent) of increasingly responsible experience related to environmental compliance inspection including one year of lead supervisory responsibility.

License or Certificate:

Possession of a valid Grade II Environmental Compliance Inspector (formerly Industrial Waste Inspector) certificate. Possession of a valid driver's license.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office and field setting with travel from site to site. Some exposure to extreme noise of equipment; mechanical, electrical, and explosive hazards; fumes and odors of sewage lines, hydrogen sulfide, methane; dust of excavations; toxic substances such as paints, solvents. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. Work schedule is 9/80; subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays. Work environment is formal and informal, team-oriented, having both routine and variable tasks with variable pace and pressure. Work is performed indoors in shop area and outdoors at field locations within the entire wastewater collection system in a geographic area that includes the city to ocean outfall lines.

Physical: Primary functions require sufficient physical ability to work in an office and field setting and

operate assigned equipment. FREQUENT walking, standing, sitting, downward flexion of neck, side-to-side turning of neck, lifting below and at waist level of objects weighing up to 25 lbs. and transporting for distances up to 300 feet; OCCASIONAL bending and stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist, upward flexion of neck; lifting of objects weighing 26-75 lbs. from below waist to above shoulder level either with or without assistance and transporting for distances up to 25 feet; lifting of objects weighing over 75 lbs. with assistance and transporting for distances less than 10 feet; manual dexterity to operate computer keyboard, grasp writing materials; strength to grasp hand and power tools; INFREQUENT crawling, climbing; lifting of objects weighing 26 lbs. to over 100 lbs. from below waist to chest level either with or without assistance and transporting for distances less than 10 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Other: Safety regulations prohibit incumbents from wearing contact lenses when wearing respirators in working with certain chemicals, or from wearing beards or other facial hair that prevents a proper respirator fit. Must successfully complete periodic physical examination required for use of respirators.

SUPPLEMENTAL INFORMATION:

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SELECTION PROCEDURE

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All appointments are subject to the successful completion of background investigation including LIVESCAN fingerprinting, and will be required to submit verification of the legal right to work in the United States. Qualification by a medical examination will be required at the time of appointment. After appointment, classified employees must satisfactorily complete a probationary period to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three days of their employment. The City of Escondido participates in E-Verify®.

The Loyalty Oath will be administered to all new employees on their first day of hire. New employees hired into positions that require a driver's license must provide proof of a valid California Driver's License of the appropriate class level on their first day of employment.

Additional information regarding the essential functions and physical, environmental and communication demands of the position may be obtained from the Human Resources Department. If you require reasonable accommodation in the testing process, such as an alternate means of testing, you must contact the Human Resources Department by the final filing date to complete a Request for Reasonable Accommodation form. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

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VETERANS' PREFERENCE

Eligible individuals are those who meet the following criteria:

- Served in the U.S. armed forces

- Received an honorable discharge
- Did not retire from military service
- Seeking employment with the City of Escondido for the first time.

Guard and Reserve active duty for training purposes **does not** qualify for veterans' preference. Proof of eligibility (copy of DD-214) must be submitted at time of application, or later if the promulgation of the eligibility list will not be delayed. Veterans' preference credit will only be applied to eligible applicants who attained a passing grade (total score exclusive of credit) on the final open examination.

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EOE The City of Escondido does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. We will attempt to reasonably accommodate applicants with disabilities upon request.

CLASS SPEC HISTORY:

Date: March, 2015
JP/Department



Environmental Programs Manager/Utilities

Class Code:
20880

Bargaining Unit: Management

CITY OF ESCONDIDO
Revision Date: Oct 1, 2012

SALARY RANGE

\$40.72 - \$54.97 Hourly
\$7,058.00 - \$9,528.00 Monthly
\$84,696.00 - \$114,336.00 Annually

SUMMARY DESCRIPTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction, plans, coordinates, organizes, implements, administers, and monitors National Pollutant Discharge Elimination System (NPDES) programs and other environmental permits related to the City's Utility Division operations, services, and activities including in the areas of water, wastewater, recycled water, and storm water :ensures program compliance with pertinent federal, state, local, and City-driven priorities, mandates, objectives, laws, guidelines, and regulations; directs, coordinates, and monitors the work of assigned staff; and performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing administrative support and staff assistance to City staff, boards, committees, and outside agencies.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Serves as program administrator for the Utility Division's environmental compliance and related programs; plans, coordinates, organizes, implements, administers, and monitors assigned programs, projects, and initiatives including NPDES programs and other environmental permits related to the City's Utility Division operations, services, and activities in accordance with federal, state, and local laws.

Organizes and implements schedules and methods for providing assigned program services and activities; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

Participates in the development and implementation of program goals, objectives, and priorities as well as policies and procedures; develops and implements strategies for the achievement of these goals, objectives, and priorities.

Develops and implements the City's Storm Water Education Program; provides information to the public on storm water regulations and Best Management Practices (BMPs); coordinates with other departments and divisions to provide educational materials and compliance training to City staff.

Serves as liaison to, provides support to, and coordinates assigned program activities with those of other City departments and staff as well as federal, state, and local private and governmental agencies, community organizations, the general public, and other groups; ensures effective cooperation consistent with optimal efficiency, effectiveness, and economy; works with outside agencies to establish coordinated services and programs; coordinates data, resources, and work products; cooperates and promotes partnerships to provide training and resources.

Conducts and represents the City at regional meetings; prepares and delivers presentations to public interest groups, City personnel, and City Council.

Serves as the City's primary liaison to the San Diego Regional Water Quality Control Board; works with other regulatory agencies including the Environmental Protection Agency, State Water Resources Control Board, County of San Diego, and Municipal Storm Water Permit co-permittees to ensure City environmental program and permit compliance.

Manages and coordinates related environmental resource management programs involving permitting and coordination with the regulatory agencies including California Department of Fish and Game, U.S. Fish and Wildlife Service, and U.S. Army Corps of Engineers.

Leads and participates in the development of regional and/or watershed activities.

Monitors program performance as well as program compliance with laws, rules, and regulations related to provision of assigned services and activities; recommends and implements modifications to systems and procedures as necessary; implements approved changes, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.

Directs, assigns, and monitors the work of assigned staff members; provides clear, concise, and consistent direction; maintains a positive and productive work environment; as assigned, evaluates work performance according to City standards and recommends and implements appropriate corrective actions as necessary.

Participates in the development, administration, and monitoring of assigned program budget(s) and fiscal activities; submits budget recommendations; monitors expenditures; projects future funding needs; may participate in the identification of appropriate and available funding sources.

Provides responsible professional level staff assistance and technical and administrative support to management staff as well as assigned staff, boards, and committees; researches, prepares, and presents technical, fiscal, and administrative studies, surveys, and reports.

Maintains records and prepares reports concerning new or ongoing programs and program effectiveness; maintains and updates various databases and filing and record keeping systems for assigned program; participates in researching and collecting data and information for inclusion into database and record keeping systems; conducts surveys; analyzes and interprets data collected; prepares reports and distributes requested information to appropriate parties in a timely manner including reports to regulatory agencies.

Attends and participates in professional group meetings; maintains awareness of and keeps informed of new trends, developments, and innovations related to area of assignment, public administration, and business administration; keeps current with federal, state, and local regulations and their impacts on the City's operations; incorporates new developments as appropriate into programs.

Performs related duties as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of assigned environmental program area.

Principles and practices of environmental program development, implementation, and administration.

Principles and practices of organization, system development, and service delivery related to area of assignment.

Pertinent federal, state and local laws, codes, and regulations including those affecting NPDES permits, the Storm Water Program, and other environmental permits and programs.

Permitting, legal, regulatory, and technical requirements of storm water quality management, including Illicit Connection and Illegal Discharge prevention and elimination, best management practices programs, and environmental monitoring and assessment.

Principles, proper methods, techniques, and practices used in sampling recreational waters and dry weather storm water flows.

Laboratory procedures used to identify and measure pollutants of concern including sampling procedures.

Biological systems and habitat environment.

Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Policies and procedures of the assigned department.

Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.

Terminology used in area of assignment.

Principles and practices of record keeping and records management.

Principles and practices of budget preparation and administration.

Methods and techniques of statistical and financial analysis.

Methods and techniques of data collection, research, and report preparation.

Principles of supervision and training.

Modern office procedures, methods, and equipment including computers and various software packages.

Organization and operation of municipal government.

Ability to:

Plan, organize, direct, coordinate, administer, and evaluate assigned environmental programs or projects.

Exercise sound judgment to determine environmental program and permit compliance with existing laws and regulations.

Review documents and reports for completeness and accuracy.

Perform a full range of responsible advanced professional level analytical, programmatic, and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.

Recommend and implement goals, objectives, policies, and procedures for providing assigned program services and activities.

Conduct accurate and thorough research and prepare clear, complete, accurate, and concise analysis, reports, and recommendations.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Analyze, assess, and address community and organizational needs related to the assigned program area and recommend plans for modifying or extending services, programs, and activities to meet community and/or organizational needs and requirements.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Research and interpret complex regulations and apply them in appropriate situations.

Organize and prioritize multiple assignments.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Participate in the preparation and administration of assigned budgets.

Understand the organization and operation of the assigned department, other City departments, and outside agencies as necessary to assume assigned responsibilities.

Operate and use modern office equipment including a computer and various software packages.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Develop and maintain effective interdepartmental coordination.

Facilitate, develop, and work with teams and groups on various programs and projects and to create partnerships and coalitions.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Represent the City in a professional manner when working with boards, community groups, and the general public.

Exercise independent judgment within established policy guidelines.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION / EXPERIENCE / LICENSE / CERTIFICATE:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, environmental science, or a field related to area of assignment.

Experience:

Four years (full-time equivalent) of professional experience directly related to area of assignment that includes two years of administrative experience related to storm water management, NPDES permit compliance, or other environmental compliance programs.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office setting with some travel to City work sites and other sites for meetings. Exposure to dust from paperwork and environment, temperature swings from air conditioning to outdoors. Work schedule

is 9/80 with alternating Fridays off in a biweekly period with unscheduled breaks. Overtime may be required to attend night and weekend meetings. Work environment is both formal and informal, both team- and autonomy-oriented, having variable tasks, pace, and pressure.

Physical: Primary functions require sufficient physical ability to work in an office and field setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

SUPPLEMENTAL INFORMATION:

NOTE: For a complete listing of job duties and qualifications, please refer to the corresponding job description, which can be obtained from the Human Resources Department or downloaded from the City's web site. The City of Escondido is committed to a drug and alcohol free workplace. All applicants will be subject to fingerprint investigation before a conditional offer of employment is extended. A medical examination, along with a DRUG SCREEN will be conducted following a conditional offer of employment. Positions subject to the Department of Transportation (DOT) regulations will be subject to DOT pre-employment drug testing and random drug and alcohol testing.

SELECTION PROCEDURE

Applications will be screened and the most qualified candidates will be invited to appear for testing. All positions require the ability to read, write and speak English. Types of tests may include written and/or oral examination, physical agility, practical exam or other appropriate job-related selection process. When testing is completed, candidates will be ranked on an eligibility list in the order of their test score. Selection for appointments is made from names certified on the eligibility list.

All appointments are subject to the successful completion of background investigation including LIVESCAN fingerprinting, and will be required to submit verification of the legal right to work in the United States. Qualification by a medical examination will be required at the time of appointment. After appointment, classified employees must satisfactorily complete a probationary period to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three days of their employment. The City of Escondido participates in E-Verify®.

The Loyalty Oath will be administered to all new employees on their first day of hire. New employees hired into positions that require a driver's license must provide proof of a valid California Driver's License of the appropriate class level on their first day of employment.

Additional information regarding the essential functions and physical, environmental and communication demands of the position may be obtained from the Human Resources Department. If you require reasonable accommodation in the testing process, such as an alternate means of testing, you must contact the Human Resources Department by the final filing date to complete a Request for Reasonable Accommodation form. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Note: Pursuant to California Civil Code section 1786.53, the City of Escondido shall provide to all job candidates a copy of any records of arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment which was obtained in the course of conducting an evaluation for employment, assignment, and/or promotion. A copy of this information, if received by the City, will be given to candidates within seven days of the City's receipt.

VETERANS' PREFERENCE

Eligible individuals are those who meet the following criteria:

- Served in the U.S. armed forces
- Received an honorable discharge
- Did not retire from military service
- Seeking employment with the City of Escondido for the first time.

Guard and Reserve active duty for training purposes **does not** qualify for veterans' preference. Proof of eligibility (copy of DD-214) must be submitted at time of application, or later if the promulgation of the eligibility list will not be delayed. Veterans' preference credit will only be applied to eligible applicants who attained a passing grade (total score exclusive of credit) on the final open examination.

ABOUT OUR CITY

The City of Escondido is a prominent agricultural, commercial hub and residential center of North San Diego County. Located a short 30-minute drive from the beach, the mountains or downtown San Diego, Escondido residents enjoy the pleasure of a rural lifestyle with all the benefits of suburban living. Escondido is a diverse, vibrant community with many amenities. The city offers attractive homes in a wide range of prices, two lakes, several parks, a sports center, golf courses, restaurants, wineries, shopping centers, a variety of art galleries, entertainment venues, and a state of the art hospital. Established in 1888, the city's rich past brings charm and stability to the community; yet integrated with Escondido's treasured heritage is a progressive future, bright and brimming with promise.

EOE The City of Escondido does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. We will attempt to reasonably accommodate applicants with disabilities upon request.

CLASS SPEC HISTORY:

April 2003
Johnson & Associates



CITY OF CHULA VISTA
Revision Date: Jun 30, 2009

Stormwater Compliance Inspector I

Class Code:
6127

SALARY RANGE

\$4,800.19 - \$5,834.64 Monthly
\$57,602.22 - \$70,015.66 Annually

DESCRIPTION AND ESSENTIAL FUNCTIONS:

To inspect industrial, commercial, residential, municipal facilities, and construction sites for compliance with storm water regulations as required by the National Pollutant Discharge Elimination System (NPDES) Permit; to assist in the enforcement and compliance of the City's Storm Water Management and Discharge Control Ordinance; to assist in the performance of education and outreach activities; to interpret, apply and explain pertinent policies, regulations and rules, and to maintain related records; and to perform related work as assigned. This is the entry-level class in the Storm Water Compliance Inspector series. This class is distinguished from the journey level by the performance of less than the full range of duties assigned to the level II. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Essential Functions:

Functions may include, but are not limited to, the following: perform routine storm water run off inspections of industrial, commercial, residential, municipal facilities, and construction sites as required by the National Pollutant Discharge Elimination System (NPDES) Permit; conduct site visits, communicate with property owners and recommend solutions and/or mitigation measures; follow up to ensure compliance; monitor and inspect various sites to prevent illicit connection/illegal discharge (IC/ID); prepare and maintain records of site visits, and chronologies using a computer; assist in report preparation; assist in providing instruction to public/city regarding codes and regulations as required by NPDES; perform sampling and basic field-testing of storm water run-off flows; assess potential pollutants and further need for lab testing; schedule work activities and inspections with supervisor and/or Storm Water Compliance Inspector II to meet program objectives in a timely manner; provide basic review of Storm Water Pollution Prevention Plans (SWPPP) for construction to identify potential storm water discharge sources and Best Management Practices (BMPs), structural and non-structural, to maximize storm water quality protection; provide storm water regulations and BMPs information to property and business owners, tenants, city employees, and the general public through individual contact in the field, over the counter, at workshops or community events, and by telephone or other appropriate means; assist in the evaluation and interpretation of technical reports, plans, documents, manifests, applications and permits related to environmental regulations and compliance with local, state and federal regulations; drive City vehicles observing legal and defensive driving practices; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

ny combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: ne year of experience in environmental inspection assignments or related field, preferably in a municipality and training equivalent to an Associate's degree from an accredited college with major course work in

Biology, Marine Biology, Environmental Engineering, Environmental Science, Microbiology, Chemistry or Sanitary Engineering, or related field. License or Certificate: Valid California driver's license. PC832 certificate and HAZWOPER certificate within twelve months of employment.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS:

Knowledge, Skills and Abilities:

Knowledge of: basic methods and techniques of inspection, investigation, research, and record keeping; pertinent federal, state, and local codes, ordinances and regulations affecting the NPDES Permit and Storm Water Program; basic methods of sampling and detection of potential pollutants in storm water run off or other waste and their effect on storm water and environmental protection; safety principles and practices related to industrial waste inspections; principles of customer service and conflict resolution techniques; computer equipment and software applications related to assignment; English usage, spelling, grammar, and punctuation. Ability to: conduct site inspection and investigation visits; maintain accurate records of inspection activities; learn principles and practices of techniques of code violation investigations and enforcement related to storm water and the NPDES permit; learn methods of research, collect, compile, and analyze information and data; prioritize work, coordinate several activities and follow up as required; work effectively under deadlines; use conflict resolution skills to deal with irate customers; use computer applications related to area of assignment; operate City vehicles skillfully and safely; communicate clearly and concisely, both orally and in writing; speak effectively before individuals and groups; establish and maintain effective working relationships with those contacted in the course of work; work weekends and holidays; work with various cultural and ethnic groups in a tactful and effective manner.

Physical Demands and Working Conditions:

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections and exposure to varied weather conditions. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction. Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers, and around storm water, wastewater, industrial wastes, hazardous substances, and in the immediate vicinity of laboratory chemicals and reactive agents used to analyze storm water run-off samples. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.



**CITY OF
CHULA VISTA**

CITY OF CHULA VISTA
Revision Date: Jun 30, 2009

Stormwater Compliance Inspector II

Class Code:
6125

SALARY RANGE

\$5,280.25 - \$6,418.14 Monthly
\$63,363.04 - \$77,017.72 Annually

DESCRIPTION AND ESSENTIAL FUNCTIONS:

To inspect industrial, commercial, residential, municipal facilities, and construction sites for compliance with storm water regulations as required by the National Pollutant Discharge Elimination System (NPDES) Permit; to enforce and ensure compliance with the City's Storm Water Management and Discharge Control Ordinance; to perform education and outreach activities; to interpret, apply and explain applicable policies, regulations and rules, and maintain related records; and to perform related work as assigned. This is the full journey level class within the Storm Water Compliance Inspector series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level, or when filled from the outside, have prior experience.

Essential Functions:

Functions may include, but are not limited to, the following: perform routine storm water compliance inspections of industrial, commercial, residential, municipal facilities, and construction sites as required by the National Pollutant Discharge Elimination System (NPDES) Permit; assist with the implementation of Best Management Practices (BMPs); initiate and conduct site visits; communicate with property owners and recommend solutions and/or mitigation measures; conduct follow-up abatement procedures including preparation of correspondence, site visits, and communication with property owners to ensure compliance; coordinate actions with other city, county, state departments, and other agencies in inspections, and enforcement of code violations when directed; prepare and issue enforcement actions including Notices of Violation, compliance schedules in cooperation with violators, cases for court action, and appear in court to testify in such action; travel to locations within and outside of the City to meet with staff and other agencies to inspect facilities; assist in the development and implementation of policies, procedures and other program requirements for education, inspection and compliance monitoring; monitor and inspect various sites to prevent illicit connection/illegal discharge (IC/ID); prepare and maintain records of inspections and actions taken using a computer; maintain inspection files, records, and logs; write reports and chronologies; perform sampling and basic field-testing of storm water run-off flows; assess potential pollutants and further need for lab testing; schedule work activities and inspections independently to meet program objectives in a timely manner; review various storm water related plans such as Storm Water Pollution Prevention Plans (SWPPP) for industrial or construction sites to identify and evaluate potential storm water discharge sources and Best Management Practices (BMPs); provide education on storm water regulations and BMPs to property and business owners, tenants, City employees, and the general public through individual contact in the field, over the counter, at workshops or community events, and by telephone or other appropriate means; assist in the evaluation and interpretation of reports, plans, documents, manifests, applications, and permits related to environmental regulations and compliance with local, state and federal regulations; drive City vehicles observing legal and defensive driving practices; build and maintain positive working

relationships with co-workers, other City employees and the public using principles of good customer service; perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be two years of experience at the Storm Water Compliance Inspector I level or comparable experience in another agency or municipality and training equivalent to an Associate's degree from an accredited college with major course work in Biology, Marine Biology, Environmental Engineering, Environmental Science, Microbiology, Chemistry or Sanitary Engineering, or related field. Bachelor's degree in any of these areas is highly desirable. License or Certificate: Valid California driver's license. PC832 certificate and HAZWOPER certificate within twelve months of employment. Qualified SWPPP Practitioner (QSP) certification is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS:

Knowledge, Skills and Abilities:

Knowledge of: principles and practices of inspection, investigation, and code enforcement related to storm water compliance programs; permitting, legal, regulatory and technical requirements of storm water quality management including Illicit Discharge and Elimination, Best Management Practices (BMPs) programs, environmental monitoring and assessment; pertinent federal, state, and local codes, ordinances and regulations affecting the NPDES Permit and Storm Water Program; methods of sampling and detection of potential pollutants in storm water run-off or other waste, and their effect on storm water and environmental protection; safety principles and practices related to compliance inspections; principles of customer service and conflict resolution techniques; methods and techniques of inspection, investigation, research, and record keeping; computer equipment and software applications related to assignment; English usage, spelling, grammar, and punctuation; Principles of public speaking. Ability to: conduct field inspections and investigations; recognize potential NPDES violations; apply procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations related to assignment; communicate with property owners and recommend solutions and/or mitigation measures; use conflict resolution skills to deal with irate customers; compile, research, and prepare a variety of periodic and special reports and other correspondence related to assignment and keep related records; analyze and evaluate situations and take appropriate action; use independent judgment in the exercise of daily responsibilities; provide technical assistance in specialized procedures to departmental personnel; train and assist other staff as necessary; prioritize work and coordinate multiple job assignments on a daily basis; work effectively under deadlines, and in the absence of supervision; use a computer and software applications related to area of assignment; operate City vehicles skillfully and safely; communicate clearly and concisely, both orally and in writing; speak effectively before individuals and groups; establish and maintain effective working relationships with those contacted in the course of work; work weekends and holidays as needed; work with various cultural and ethnic groups in a tactful and effective manner.

Physical Demands and Working Conditions:

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction. Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers, and around storm water, wastewater, industrial wastes, hazardous substances, and in the immediate vicinity of laboratory chemicals and reactive agents used to analyze storm water run-off samples. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.



**CITY OF
CHULA VISTA**

CITY OF CHULA VISTA
Established Date: Aug 17, 2018
Revision Date: Aug 8, 2018

Storm Water Environmental Specialist II

Class Code:
6135

SALARY RANGE

\$6,072.28 - \$7,380.88 Monthly
\$72,867.34 - \$88,570.56 Annually

DESCRIPTION AND ESSENTIAL FUNCTIONS:

DEFINITION

To assist in the development, implementation and compliance of the National Pollutant Discharge Elimination System (NPDES) Program; to write storm water reports and program documents; to conduct field inspections; to enforce the storm water ordinance; to provide storm water program education to employees and the public; and to support the goals of the Storm Water Management Section, and assist in a wide variety of related programs and projects carried out by the Department of Engineering and Capital Projects.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Storm Water Environmental Specialist series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unique situations arise. This class is distinguished from the Storm Water Environmental Specialist I in that it performs journey level work with a high level of independence and may provide technical and functional guidance to subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. May exercise technical and functional guidance over assigned staff.

ESSENTIAL FUNCTIONS - Functions may include, but are not limited to, the following:

Assist in the implementation of the National Pollutant Discharge Elimination System (NPDES) program; develop and review reports and plans for compliance with storm water regulations, and enforce the City's Storm Water Ordinance; implement assigned components of the City's Jurisdictional Runoff Management Program (JRMP) and/or watershed program, with direction from the Storm Water Program Manager; evaluate and interpret technical reports, plans, and documents related to storm water regulations and verify their compliance with local, state and federal regulations; oversee and review regional, watershed and jurisdictional water quality monitoring programs; coordinate with GIS staff to create, update and quality control maps used for storm water management section planning and compliance; prepare maps and maintain associate data using GIS software; prepare notices of violation, compliance schedules, and cases for court action and administrative hearing; appear in court and at hearings to testify in such action; provide instruction and education to the general public and City staff regarding storm water codes and regulations as required; write comprehensive reports, and correspondence, as required; collect environmental samples and perform related field tests; represent the City in meetings, workshops and technical committees; participate in regional work groups and joint activities; develop, maintain, and analyze databases and inventories; update the City's storm water program web page; answer questions from the general public, business owners, contractors, developers, and others; assist in the preparation and administration of Requests for Proposals; conduct construction, industrial, commercial,

municipal, residential and permanent treatment control Best Management Practice (BMP) storm water compliance inspections; may provide technical knowledge and expertise to staff performing inspections of municipal, commercial, industrial, construction, and permanent treatment control BMP facilities; may guide staff in higher levels of enforcement action including Notices of Violation and Civil Penalties; organize public education workshops and community events; develop educational brochures and other materials; respond to reported storm water violations and provide education and enforcement as needed; build and maintain positive working relationships with regulatory agencies, co-workers, other City employees and the public using principles of good customer service; perform other duties related to this position.

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: three (3) years of experience in environmental science, biology, engineering or a related field, including one year of experience working with NPDES and storm water regulations AND training equivalent to a Bachelor's degree from an accredited college or university with major course work in Biology, Environmental Science, Environmental Engineering, Environmental Planning, Public Health/Environmental Health, or a related field including laboratory coursework in chemistry and biology. License or Certificate: Valid California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS:

Knowledge, Skills and Abilities

Knowledge of: principles and practices of municipal storm water laws and legal terminology; principles and practices of chemistry and biology, which include water quality monitoring techniques and laboratory analytical methods; data analysis methods of pollutants present in urban runoff and the effect on the environment; used of monitoring and sampling techniques and equipment; the National Pollutant Discharge Elimination System (NPDES) permit and Federal, state, and local codes and ordinances and how they affect the City's Storm Water Program; safety principles and practices related to field inspections and monitoring; computer equipment and software applications related to assignment, including GIS software; principles of public speaking; principles of customer service and conflict resolution techniques; English usage, spelling, grammar, and punctuation. Ability to: develop and oversee implementation of various components of the storm water management programs; collect environmental samples and perform field tests; read and interpret maps and plans; interpret and apply applicable codes and ordinances; participate in regional and watershed based activities; implement public education and outreach programs to various target audiences; prioritize assignments and resources to respond to emergency, special or routine situations and deadlines in a timely manner; analyze and evaluate situations and take appropriate action; use independent judgment in the exercise of daily responsibilities; prepare comprehensive reports, clear and concise logs, and correspondence using a computer; communicate clearly and concisely, both orally and in writing; speak effectively before individuals and groups; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

Physical Demands and Working Conditions

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; use telephone; write or use keyboard to communicate through written means; may lift up to 50 pounds; walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections and exposure to varied weather conditions. See in the normal vision range with or without correction to read typical business documents, computer screens, and maps; hear in the normal range with or without correction. Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; exposure to traffic, loud noise, physical barriers and storm water, wastewater, industrial wastes, and hazardous substances. Indoor work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.



**CITY OF
CHULA VISTA**

CITY OF CHULA VISTA
Revision Date: Feb 28, 2018

Stormwater Program Manager

Class Code:
6131

SALARY RANGE

\$7,724.90 - \$9,389.66 Monthly

DESCRIPTION AND ESSENTIAL FUNCTIONS:

To plan, direct and coordinate the operations and activities of the Stormwater Management section of the Engineering Department; to coordinate section activities with other divisions or departments; and to perform related work.

Supervision Received and Exercised

Receives general direction from an assigned supervisor. Exercises direct supervision over assigned staff and technical and functional supervision over consultants.

Essential Functions – Functions may include, but are not limited to, the following:

Plan, direct and coordinate the operations and activities of the Stormwater Management section within the Engineering Department; plan, organize, oversee and direct all aspects of the program, including legal and regulatory compliance; coordinate with the public, private businesses, and governmental agencies regarding the program as needed; plan, develop and oversee the work of staff involved in performing thorough review of all development reports and plans requiring stormwater quality review; participate in the selection of staff; coordinate or provide staff training; assign and review work; evaluate employees' work performance; work with employees to correct deficiencies; implement discipline procedures as required; develop and implement goals, objectives, policies, and priorities for the City's stormwater program, including development and implementation of a long-term plan; recommend and administer policies and procedures of program; develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to the Director of Engineering; prepare and administer the assigned budget; submit budget recommendations, prepare and submit requisitions for supplies and materials; manage stormwater program consultants/budget; and monitor program expenditures; prepare and submit City Manager and City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities; monitor changes in regulations that may affect operations; recommend and implement policy and procedural changes after approval; review water quality management plans and stormwater pollution prevention plans; develop Best Management Practices (BMP) monitoring and enforcement databases; maintain files and records; prepare written reports, memoranda, and correspondence; investigate NPDES violations; issue NPDES violation notices; explain the nature of incurred violations and encourage compliance; provide information to the public on stormwater regulations and BMPs; develop educational materials including brochures and power point presentations; assist training staff on storm water regulations and permit requirements; conduct training workshops for community organizations; represent the City in meetings, workshops and technical committees; oversee the post-construction BMP management program to comply with permit requirements; maintain accurate records and files; develop storage of records and retention schedules; serve as the City's primary liaison to the San Diego Regional Water Quality Control Board; works with other regulatory agencies including the Environmental Protection Agency, State Water Resources Control Board, County of San Diego, and Municipal

Storm Water Permit co-permittees to ensure City environmental program and permit compliance; maintain and foster positive and professional working relationships with staff, consultants, contractors, the general public, permitting agency, and Regional Water Quality Control Board staff; prepare applicable State mandated reports which involve preparing digital media, interpreting technical data, creating charts, and preparing final reports; manage storm water inspection programs, train staff how to conduct inspections (construction, post construction, municipal, industrial, commercial, complaint inspections), maintain inventory and record keeping; gather information and data to input into GIS maps; conduct field studies to verify map information; review technical reports and scientific documents and studies; prepare updates to storm water ordinance and best management practice manuals; lead and participate in the development of regional and watershed storm water activities including the development of compliance-related documents; develop and implement the City's Storm Water Education Program; provide information to the public on storm water regulations and Best Management Practices (BMPs); coordinate with other departments and divisions to provide educational materials and compliance training to City staff; build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service; perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered as meeting the minimum is qualifying. A typical way to obtain the knowledge and abilities would be five years of experience related to stormwater management and/or inspection, NPDES permits compliance, or other related environmental compliance programs AND training equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, environmental studies, environmental or civil engineering, chemistry, biology, or a related field. License or Certificate: Possession of a valid California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS:

Knowledge, Skills and Abilities

Knowledge of: principles and practices of stormwater program development and implementation; pertinent Federal, State, and local laws, rules, and regulations; principles and practices of supervision, training and performance evaluation; principles of budget management; computer equipment and software applications related to assignment; English usage, spelling, grammar and punctuation. Ability to: organize, implement and direct the Stormwater Management section operations/activities; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; gather data using analytical skills and problem solving which result in logical conclusions and workable solutions; plan, organize, direct, administer, and supervise the activities of others; supervise, train and evaluate assigned staff; interpret and explain pertinent City and department policies and procedures; prepare comprehensive reports, educational programs, plans and recommendations; develop and recommend policies and procedures related to assigned operations; communicate clearly and concisely, both orally and in writing. Speak effectively before public gatherings; operate a personal computer and applicable software related to area of assignment; operate a vehicle observing legal and defensive driving practices; establish and maintain effective working relationships with other City staff, officials, business and community organizations and the public; work with various cultural and ethnic groups in a tactful and effective manner.

Physical Demands and Working Conditions

On a continuous basis, sit at desk or walk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulations; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, hear in the normal range with or without correction. Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices or meetings with other agencies. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.



STORMWATER INSPECTOR

Class
Code:
9150

Bargaining Unit:

CITY OF SAN MARCOS
Established Date: Jul 1, 2017
Revision Date: Mar 6, 2018

SALARY RANGE

\$26.05 - \$33.99 Hourly

SUMMARY DESCRIPTION:

Under direction of the Stormwater Program Manager, this position will assist in the coordination and implementation of the Stormwater Program and related project activities associated with water quality, Best Management Practices (BMPs) implementation, and storm water pollution prevention.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Conduct various jurisdictional inspection programs related to construction, municipal, industrial/commercial, residential facilities/areas, and treatment control BMPs.
- Performs patrols/field investigations related to the Illicit Discharge Detection and Elimination program.
- Responds, investigates and documents stormwater concerns reported by the public or internal staff.
- Performs and/or assists in MS4 Outfall field screening and monitoring program.
- Provides and prepares information and enforcement correspondences in accordance with the City's Enforcement Response Plan.
- Schedules, performs and documents follow-up inspections / field investigations as necessary.
- Develops and maintains inventories and databases for permit tracking requirements.
- Works closely with the Stormwater Specialist/Technician to coordinate inventory updates and enforcement actions for violations.
- Prepares various permit compliance reports and maps.
- Performs and documents inspections/investigations for other special regulatory projects.
- Explains and interprets related policies and procedures to internal or external customers.

- Builds and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.
- Maintains meticulous records of all information procured during inspections / field investigations and enforcement actions in a common database on a daily basis.
- Performs other related work as assigned.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Stormwater management principles and practices; procedures involved in the investigation and enforcement of local and state codes and regulations; basic principles and practices of mathematics and simple statistics; principles and practices of data collection and reporting procedures; research methods and techniques; computer software, including word processing, database, spreadsheet, and accounting applications; English usage, spelling, punctuation, and grammar; arithmetic, basic mathematical calculations, and statistics and statistical methods; modern office procedures, methods, and computer equipment.

Ability to:

Understand all aspects of the position; intermittently review work papers, reports, and special projects; identify and interpret technical and numerical information; explain systems and procedures to staff and others; collect, compile, analyze, and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems; understand and interpret complex policies, procedures, and regulations; analyze situations quickly and objectively to determine proper course of action; use a personal computer and office equipment necessary for successful job performance; type at a speed necessary for successful job performance; use initiative and sound independent judgment within established guidelines; understand and carry out oral and written instructions; express ideas clearly and concisely orally and in writing; organize work to meet deadlines; maintains accurate records daily; ability to use diplomacy tact and discretion when conducting code compliance activities, receive training and apply such training as required; cooperatively handle a wide variety of tasks; perform all duties under pressure with composure; establish and maintain effective working relationships with those contacted in the course of work; and demonstrate an awareness and appreciation of the cultural diversity of the community.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical qualifying background is a Bachelor's Degree or higher, with major coursework in a field appropriate to stormwater management that may include engineering, environmental science, water resources, chemistry, biology, and related environmental compliance work.

Experience

A minimum of one year of professional-level environmental project experience with the emphasis on stormwater regulatory compliance. QSD/QSP or other stormwater certifications, GIS experience and POST 832 Certification is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license with satisfactory driving record.



STORMWATER SPECIALIST

Class
Code:
2012

Bargaining Unit: NA-Management
Confidential

CITY OF SAN MARCOS
Established Date: Jul 1, 2014
Revision Date: Feb 5, 2015

SALARY RANGE

\$32.84 - \$42.85 Hourly
\$5,692.56 - \$7,427.50 Monthly
\$68,310.76 - \$89,130.03 Annually

SUMMARY DESCRIPTION:

Under direction of the Stormwater Program Manager, this position will assist in the coordination and implementation of the Stormwater Program and related project activities associated with water quality, Best Management Practices (BMPs) implementation, and stormwater pollution prevention.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Coordinates and conducts various field investigations and inspections.

Performs water quality monitoring and data analysis.

Responds to code violations and provides field inspections.

Provides and prepares information, staff reports, technical documents, and other correspondence as related to area of assignments.

Participates in watershed and regional programs.

Assists in compiling and developing information for special studies and reports from a variety of resources.

Explains and interprets related policies and procedures to internal or external customers.

Implements Jurisdictional Runoff Management Program (JRMP) elements, monitoring programs, and supports the integration of these programs into the City's developing Water Quality Improvement Plan.

Establishes and maintains filing and reporting systems as necessary.

Develops and maintains databases for permit tracking requirements.

Prepares various permit compliance reports and maps.

Assists in reviewing regulatory compliance documents and maps for development planning projects.

Conducts field investigations related to JRMP elements, water quality monitoring, and complaint investigations.

Assists with compliance elements for other special regulatory projects.

Responds to requests for documentation related to assignments.

Responds to questions or complaints from the public.

Builds and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.

Performs other related work as assigned.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Stormwater management principles and practices; procedures involved in the investigation and enforcement of local and state codes and regulations; principles and practices of municipal zoning and land use; basic principles and practices of mathematics and simple statistics; principles and practices of data collection and reporting procedures; research methods and techniques; computer software, including word processing, database, spreadsheet, and accounting applications; English usage, spelling, punctuation, and grammar; arithmetic, basic mathematical calculations, and statistics and statistical methods; modern office procedures, methods, and computer equipment.

Ability to:

Understand all aspects of the position; intermittently review work papers, reports, and special projects; identify and interpret technical and numerical information; explain systems and procedures to staff and others; collect, compile, analyze, and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems; understand and interpret complex policies, procedures, and regulations; analyze situations quickly and objectively to determine proper course of action; use a personal computer and office equipment necessary for successful job performance; type at a speed necessary for successful job performance; use initiative and sound independent judgment within established guidelines; understand and carry out oral and written instructions; express ideas clearly and concisely orally and in writing; organize work to meet deadlines; maintain accurate records; receive training and apply such training as required; cooperatively handle a wide variety of tasks; perform all duties under pressure with composure; establish and maintain effective working relationships with those contacted in the course of work; and demonstrate an awareness and appreciation of the cultural diversity of the community.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical qualifying background is a Bachelor's Degree or higher, with major coursework in a field appropriate to stormwater management that may include engineering, environmental science, water resources, chemistry, biology, and related environmental compliance work.

Experience

A minimum of one year of professional-level environmental project experience with the emphasis on regulatory compliance. QSD/QSP or other stormwater certifications and GIS experience is desirable.

LICENSE OR CERTIFICATE:

Possession of an appropriate, valid driver's license with satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Works in direct contact with the public in an efficient and effective manner without close supervision. Work is performed both in the office and in the field at various residential, commercial and public properties, as well as vacant land. Exposure to noise and dust and a variety of traffic and weather conditions including heat, humidity, cold, noise and possible exposure to hazardous materials; fumes and odors of gases and exhaust; animal and human waste; toxic chemicals and hazardous waste; d potentially hostile individuals; work includes frequent use of the telephone and use of a computer intermittently throughout the day.

The incumbent's work schedule will be established by the supervisor and will include rotational evening, weekend, and overtime work on a regular basis due to the nature of the position. The position is also considered to be a member of the City Emergency Response Team.

Physical:

Expected to drive to site locations for inspections; CONTINUOUS sitting, reaching below shoulder level, downward flexion of neck. FREQUENT in and out of transportation vehicle; sitting, walking, including walking on uneven terrain and over trenches, etc.; standing, bending and stooping; lifting and/or carrying of objects weighing up to 50 pounds varying distances without the aid of lifting devices; lifting and/or carrying of objects weighing up to 50 pounds varying distances with assistance. OCCASIONAL bending, stooping, squatting, climbing, reaching above and at shoulder level, kneeling, pushing/pulling, twisting at waist, upward flexion of neck; full range of mobility to twist and turn in tight spaces; fine finger dexterity and repetitive use of fingers and/or wrists or hands to operate computer to communicate through written means and various office equipment; grasp and hold writing materials, paper and supplies; power grasp to handle equipment and materials; twisting wrist to manipulate tools; and have rapid mental/muscular coordination.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

Hear in the normal audio range with or without correction.



STORMWATER PROGRAM MANAGER

Class
Code:
3027

Bargaining Unit: NA - Management
Exempt

CITY OF SAN MARCOS
Established Date: Mar 1, 2012
Revision Date: Feb 6, 2015

SALARY RANGE

\$44.26 - \$57.75 Hourly
\$7,672.30 - \$10,010.61 Monthly
\$92,067.62 - \$120,127.35 Annually

SUMMARY DESCRIPTION:

Under general direction, plans, develops, coordinates, and implements the City's comprehensive municipal stormwater environmental programs and ensures regulatory compliance; oversees and carries out all management and technical work needed to operate the stormwater program; investigates and enforces compliance with the Watershed Urban Runoff Management Program (WURMP), Jurisdictional Urban Runoff Management Program (JURMP), and National Pollutant Discharge Elimination System (NPDES) regulations; conducts public outreach and education on stormwater regulations and Best Management Practices (BMP); stays informed of new developments in the area of stormwater administration; provides recommendations, support, and assistance to City management and the public.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Develops and implements goals, objectives, policies, and priorities for the City's stormwater program, including development and implementation of a long-term plan; recommends and administers policies and procedures of program.

Plans, organizes, oversees, and directs all aspects of the program, including legal and regulatory compliance; coordinates with the public, private businesses, and governmental agencies regarding the program as needed.

Investigates violations; issues violation notices and ensures compliance.

May exercise direct and general supervision over assigned staff; leads inter-departmental teams and reviews and controls quality of work.

Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues in coordination with Human Resources; implements discipline in consultation with Human Resources; responds to staff questions and concerns.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to the City Engineer.

Trains staff on stormwater regulations and permit requirements.

Participates in the development, administration and oversight of program budget.

Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement, and ensures maximum effective service provision.

Maintains accurate records and files; develops storage of records and retention schedules.

Conducts a variety of analytical and operational studies regarding programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.

Prepares and submits City Manager and City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.

Attends and participates in professional group meetings; stays abreast of legislation and requirements.

Monitors changes in regulations that may affect operations; recommends and implements policy and procedural changes after approval.

Maintains and fosters positive and professional working relationships with staff, consultants, contractors, the general public, permitting agency, and Regional Water Quality Control Board staff.

Oversees the work of consultants and monitors consultants' contracts.

Performs other related duties as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

City, Federal, and State stormwater regulations and requirements for reporting; methods of detection of chemical and bacteriological pollutants present in urban runoff and the effects on the environment; safety principles and practices related to industrial waste inspections; principles and practices of public agency budget development and administration and sound financial management policies and procedures; project and/or program management, analytical processes, and report preparation techniques; organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures; basic principles and practices of public administration as applied to operational unit and program administration; research and reporting methods, techniques, and procedures; applicable Federal, State, and local laws, codes, and regulations; public relations techniques; recordkeeping principles and procedures; basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures; modern office practices, methods, computer equipment and software English usage, grammar, spelling, vocabulary, and punctuation; techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

Develop goals, objectives, policies, procedures, and work standards for the assigned programs; coordinate and oversee administrative, budgeting, and fiscal reporting activities; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; plan and conduct effective management, administrative, and operational studies; train staff in work procedures; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; read and interpret maps, development/grading plans, and technical reports; evaluate and develop improvements in operations, procedures, policies, or methods; prepare clear and concise reports,

correspondence, policies, procedures, and other written materials; interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals; establish and maintain a variety of filing, recordkeeping, and tracking systems; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; operate modern office equipment including computer equipment and specialized software applications programs; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

A bachelor's degree from an accredited college or university with major coursework in, public administration, environmental studies, environmental or civil engineering, chemistry, biology, or a related field.

Experience

Three years of increasingly responsible, professional-level special projects or administrative experience related to stormwater management, water treatment, NPDES permit compliance, or related environmental analysis, including supervisory responsibility.

LICENSE OR CERTIFICATE:

Possession of an appropriate, valid driver's license with satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work environment is both formal and informal, both team and autonomy oriented, having complex advanced professional duties with variable pace and pressure. Overtime and attending meetings outside of regular work hours may be required. Incumbents in this classification work primarily indoors in an office and in meeting rooms, with some travel from site to site, and perform work in an efficient and timely manner without constant supervision, with a high volume of work and tight deadlines; some exposure to noise, dust, and all types of weather and temperature conditions; some field visits and availability to respond to emergency conditions may be required; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. A generous amount of the work shift is spent sitting and working with various office equipment, including the use of a computer and telephone throughout the day.

Physical:

Primary functions require sufficient physical ability to work in an office setting and operate office equipment. FREQUENT walking, standing, sitting, fine finger dexterity and repetitive use of fingers and/or wrists or hands to operate office equipment, grasp and hold writing materials, paper and supplies with one or both hands; OCCASIONAL bending and stooping, squatting, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck; lifting objects weighing up to 10 lbs. from below waist to above shoulders and transporting distances up to 200 yards; lifting objects weighting 11 – 50 lbs.

from below waist to waist level and transporting distances up to 200 yards with or without assistance; grasp and grip to lift and carry equipment; hand and arm strength and foot dexterity to operate automobile. LESS FREQUENT crawling, climbing, reaching at and above shoulder height, kneeling, balancing above ground; lifting objects weighing 11 – 50 lbs. from chest level to above shoulders, with or without assistance; and carrying under normal working conditions.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

Hear in the normal audio range with or without correction.



Environmental Compliance Specialist

Class Code:
360

Bargaining Unit: Orange Municipal
Employees' Association

CITY OF ORANGE
Established Date: May 1, 2009
Revision Date: Feb 10, 2020

SALARY RANGE

\$28.64 - \$36.73 Hourly
\$2,291.54 - \$2,938.62 Biweekly
\$4,965.00 - \$6,367.00 Monthly
\$59,580.00 - \$76,404.00 Annually

DEFINITION:

Under general supervision, performs a variety of inspections, investigations, and enforcement activities to ensure compliance with Federal, State, and local environmental laws and regulations related to water quality, urban runoff, stormwater systems, wastewater management, abatement, public nuisance, and other related environmental issues, including the City's Water Quality Ordinance and the National Pollutant Discharge Elimination System (NPDES) program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Environmental Program Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS:

This is a journey-level class that performs the full range of duties related to inspection, investigation, and enforcement activities required to ensure compliance with Federal, State, and local environmental laws. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Environmental Scientist in that the latter is a professional level class requiring completion of a four-year degree.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Inspects all existing residential, industrial, and commercial areas in the City to ensure compliance with sanitation, recycling, and solid waste regulations; enforces stormwater quality and sanitary district codes.
- Follows prescribed procedures for reporting spills and other violations of the National Pollutant Discharge Elimination System (NPDES) permit to the appropriate enforcement agency, such as Orange County Environmental Health Care and State Water Quality Control Board.
- Inspects and approves waste storage areas for new residential and commercial construction.
- Inspects storm drain systems for illegal connections; notifies property owners to correct connections.
- Inspects, monitors, and conducts sampling to ensure all grease traps are properly operated and maintained; monitors and tracks grease haulers to ensure proper disposal.
- Receives, records, and investigates complaints from the public and staff regarding violations of environmental laws, regulations, and codes related to abatement, public nuisance, storm drain and sanitary systems and solid waste and recycling.
- Issues various permits related to storm drain systems, news rack placements, and recycling container placements.
- Assists in civil and criminal investigations including collecting, preserving, and documenting evidence and preparing case summary reports.
- Prepares and issues notices of violation or noncompliance, initial citations, final notices, cease and/or desist orders, and other correspondence according to applicable codes, ordinances, and regulations; researches property owners and property lines information; conducts follow-up investigations to ensure compliance with applicable laws, regulations, and codes.
- Documents and maintains records of code enforcement activities; prepares court cases and represents the City in court as needed.
- Prepares and submits Federal, State, and local environmental compliance reports.
- Conducts environmental compliance training for City employees and the public; provides guidance and direction to City staff related to environmental matters.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Assists work crews with non-hazardous clean-up related to violations of the NPDES program and/or City's sanitary sewer overflows.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information and service in person and by phone.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, methods, and techniques of inspections, investigations, and enforcement activities and compliance with applicable laws, rules, regulations, and codes.
- Methods and procedures used in compliance enforcement including citation issuance procedures.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Applicable Federal, State, and local laws, codes, and regulations and administrative and departmental policies, related to water quality, urban runoff, stormwater systems, wastewater management, and other related environmental issues.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Occupational hazards and standard safety practices and equipment related to the work, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Analyze, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Understand and explain occupational hazards and standard safety practices related to the work.
- Identify, respond to, and investigate issues and concerns of management, City government, a variety of professional groups, commissions, and committees, and the

general public in a fair, tactful, and timely manner.

- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Prepare clear and concise reports, correspondence, and other written materials.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic and statistical computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by at least one (1) year (30 semester units) of college-level coursework in biology, environmental engineering, environmental science, or related field and one (1) year of directly related experience or two (2) years of increasingly responsible municipal code compliance experience.

Licenses and Certifications:

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- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain a California PC832 certificate within six (6) months of employment.
- Must obtain a Grade I Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association within one (1) year of employment.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City facilities and construction and work sites; to operate a motor vehicle and to visit various City and meeting sites; vision to

read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



Environmental Scientist

Class Code:
361

Bargaining Unit: Orange Municipal
Employees' Association

CITY OF ORANGE
Established Date: May 1, 2009
Revision Date: Feb 10, 2020

SALARY RANGE

\$40.61 - \$52.07 Hourly
\$3,248.77 - \$4,165.85 Biweekly
\$7,039.00 - \$9,026.00 Monthly
\$84,468.00 - \$108,312.00 Annually

DEFINITION:

Under general supervision, administers the City's National Pollutant Discharge Elimination System (NPDES) program; Fats, Oils, and Grease (FOG) program; and related environmental programs; develops and evaluates stormwater best management practices; reviews the City's Local Implementation Plan (LIP), project's Water Quality Management Plan (WQMP), and Stormwater Pollution Prevention Plan (SWPPP); provides responsible and professional assistance to the Environmental Program Manager; performs a variety of technical and administrative tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Environmental Program Manager. Exercises no direct supervision of staff. May provide direction to Environmental Compliance Specialists and/or Field Maintenance staff during large-scale or emergency response situations.

CLASS CHARACTERISTICS:

This is a journey-level class that performs professional duties related to administering various environmental programs required to ensure compliance with Federal, State, and local environmental laws. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Environmental Program Manager in that the latter has program management responsibility for all environmental program functions and activities of the City.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Develops and evaluates stormwater best management practices (BMP's); proposes methods of complying with BMP's; tests and evaluates application of BMP's.
- Develops annual Program Evaluation Assessment to ensure that the City meets permit requirements, including researching, analyzing, and evaluating City-wide data.
- Reviews and ensures the accuracy of the Water Quality Management Plans (WQMP) and Stormwater Pollution Prevention Plans (SWPPP).
- Coordinates the Fats, Oils, and Grease (FOG) program; receives, records, and investigates violations; reviews engineering plans and as-builts; tracks inspections; maintains accurate databases and records.
- Administers National Pollutant Discharge Elimination System (NPDES) program; receives, records, and investigates violations; serves as the City's liaison for the NPDES program with other departments, contractors, government agencies, organizations, department staff, and the public.
- Coordinates staff education and training related to the NPDES program and other environmental programs, and ensures compliance with Federal and State mandated regulations and standards as they are updated or changed.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Receives, reviews, prepares, and submits Federal, State, and local environmental compliance reports.
- Provides general information regarding department policies, procedures, and regulations, including responding to complaints, requests for information and service in person and by phone.
- Participates in public education and outreach projects and activities with the community; assists and participates in educating the public regarding a variety of environmental and related programs and services; makes presentations and leads participatory discussions as the City representative.
- Develops, plans, and creates materials for public education and outreach programs regarding NPDES compliance, stormwater quality, and pollution prevention; posts information on department website.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of assigned environmental programs; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Applicable Federal, State, and local laws, codes, and regulations and administrative and departmental policies related to water quality, stormwater runoff, stormwater systems, wastewater management, wastewater discharge, pollution prevention, hazardous waste regulations and requirements for reporting and permitting, and other related environmental issues.
- Principles and practices of NPDES program development and administration.
- Best Management Practices (BMP's) to treat stormwater runoff.
- Principles and practices of program development, implementation, review, and evaluation.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Organize, implement, and direct NPDES and related environmental programs and activities.
- Analyze, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Identify, respond to, and investigate issues and concerns of management, City government, a variety of professional groups, commissions, and committees, and the general public.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic and statistical computations.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental science, environmental engineering, biology, chemistry, civil engineering, or a related field and three (3) years of responsible environmental compliance experience, preferably with a public agency.

Licenses and Certifications:

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- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain a California PC832 certificate within six (6) months of employment.
- Must obtain a Grade III Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association within eighteen (18) months of employment.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



Environmental Program Manager

Class Code:
144

Bargaining Unit: Orange Management
Association

CITY OF ORANGE
Established Date: May 1, 2009
Revision Date: Mar 30, 2020

SALARY RANGE

\$46.93 - \$60.18 Hourly
\$3,754.15 - \$4,814.31 Biweekly
\$8,134.00 - \$10,431.00 Monthly
\$97,608.00 - \$125,172.00 Annually

DEFINITION:

Under general direction, plans, organizes, oversees, coordinates, and reviews environmental programs, including National Pollutant Discharge Elimination System (NPDES) program; Fats, Oils, and Grease (FOG) program; and other environmental programs to ensure compliance with Federal, State, and local environmental laws and regulations related to water quality, urban runoff, stormwater systems, wastewater management, public nuisance abatement, and other related environmental issues; administers current and long-term planning activities; manages the effective use of program resources to improve organizational productivity and customer service; provides complex and responsible support to the Deputy Public Works Director/Maintenance & Operations in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Deputy Public Works Director/Maintenance & Operations. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS:

This is a program management classification responsible for planning, organizing, reviewing, and evaluating environmental programs. Responsibilities include developing and implementing policies and procedures for assigned programs, including budget administration and reporting, contract administration, and program evaluation. Incumbents provide a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Deputy Public Works Director/Maintenance & Operations in that the latter has overall management responsibility for all maintenance and operations programs

and activities in the Public Works Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, manages, and monitors environmental programs and activities related to surface water quality, including monitoring program operation and staff for compliance with Federal, State, and local laws, regulations, and ordinances.
- Participates in the development and implementation of goals, objectives, policies, and priorities for environmental compliance programs; recommends and administers policies and procedures.
- Participates in the development and administration of the assigned program budget; forecasts additional funds needed; directs the monitoring of and approve expenditures; recommends adjustments as necessary.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work procedures and in the operation and use of equipment; implements procedures and standards.
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports on operations and activities.
- Oversees the coordination of the Fats, Oils, and Grease (FOG) program; receives and assigns investigations to staff; reviews engineering plans and as-builts; assesses inspection status; oversees the maintenance of accurate databases and records.
- Oversees the administration of the National Pollutant Discharge Elimination System (NPDES) program; receives, records, and investigates violations; serves as the City's liaison for the NPDES program to other departments, contractors, government agencies, organizations, department staff, and the public.
- Oversees the coordination of staff education and training related to the NPDES program and other environmental programs, and ensures compliance with Federal and State mandated regulations and standards as they are updated or changed.
- Inspects new development and capital improvement projects for compliance with stormwater regulations; reviews environmental documents to ensure stormwater issues are addressed; checks construction sites for implementation of sediment and erosion control devices.
- Develops and submits Federal, State, and local environmental compliance reports.
- Reviews monitoring data of City storm drains for compliance with Federal and State water quality plans.
- Reviews letters for reimbursement for clean-up by City staff of spills caused by private property owners.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances, and departmental policy.

- Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by outside consultants.
- Develops, plans, and creates materials for public education and outreach programs regarding, NPDES compliance, stormwater quality, and pollution prevention.
- Provides complex professional staff assistance to the Deputy Public Works Director/Maintenance & Operations; prepares and presents staff reports and other necessary correspondence; ensures the proper documentation of activities.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of environmental programs; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations and administrative and departmental policies related to water quality, stormwater runoff, stormwater systems, wastewater management, wastewater discharge, pollution prevention, hazardous waste regulations and requirements for reporting and permitting, and other related environmental issues.
- Principles and practices of program development, implementation, review, and evaluation.
- Basic principles and practices of budget program development, administration, and accountability.
- Civil engineering principles in hydrology and hydraulics.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct surface water quality environmental programs, NPDES programs, and related environmental programs and activities.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Analyze, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, environmental science, environmental engineering, biology, chemistry, or a related field and five (5) years of responsible experience in civil and municipal engineering with emphasis in public works, including one (1) year of supervisory experience.

Licenses and Certifications:

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- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- A Registered Professional Civil Engineer License in the State of California is desirable.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



Environmental Compliance Inspector

Class Code:
065

Bargaining Unit: N/A

CITY OF LAKE FOREST
Established Date: Aug 20, 2013
Revision Date: Aug 22, 2013

SALARY RANGE

\$35.48 - \$46.11 Hourly
\$2,838.00 - \$3,689.08 Biweekly
\$6,149.00 - \$7,993.00 Monthly
\$73,788.00 - \$95,916.00 Annually

DESCRIPTION:

Under general supervision, performs a variety of work in support of the City's water quality program including inspecting industrial, commercial, food service facilities, and other facilities for compliance with federal, state and local environmental regulations; assists the Water Quality Administrator with laboratory analytical data assessment and implementation of follow-up source investigations and mitigation/enforcement activities; responds to a variety of questions and inquires related to the water quality program; and maintains a variety of records, files, and related documents.

EXAMPLES OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Performs commercial, industrial, construction site, food service facilities, and other facilities inspections; provides one-on-one education, identifies and directs correction of deficiencies, and/or conducts enforcement for violations of Lake Forest Municipal Code.
2. Conducts investigations related to potential violations of the Municipal Code and reports of illegal discharges, illicit connections, and spills.
3. Ensures that electronic records are properly updated with current businesses which could potentially pose a risk to water quality operating within the City including ensuring that they are properly designated for priority as described in the MS4 permits, ensuring that all water quality case information is uploaded to ENERGOV as well as the Orange County mobile business database, and ensuring that all inspection/enforcement information and metrics are reflected within the City's electronic records.
4. Maintains up-to-date and accurate records and data related to inspection, investigation, and enforcement cases.
5. Inspects municipal facilities and field programs for compliance; ensures implementation of the Municipal Program components for the City's water quality program.

6. Assists the Water Quality Administrator with laboratory analytical data assessment and implementation of follow-up source investigations and mitigation/enforcement activities; provides support regarding water quality information and documents.
7. Attends water quality program-related trainings, meetings, and committees and assists the Water Quality Administrator in participation and implementation of the Public Outreach and Education Program component.
8. Responds to questions and inquiries from the general public, business owners, and other departments on water quality programs; provides information within the area of assignment.
9. Assists with providing technical/regulatory assistance to internal staff and customers; conducts joint investigations and enforcement with the City's Code Enforcement Division, Building & Safety Division, Engineering Services Division, and Maintenance Division.
10. Responds to reports of illegal discharges and illicit connections; conducts emergency response activities related to spills.
11. Performs related duties as required.

TYPICAL QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a water quality program.
- Methods and techniques of inspection and sampling.
- Pertinent federal, state, and local codes, laws, and regulations including federal Clean Water Act, Porter Cologne Act, the National Pollutant Discharge Elimination System.
- Basic regional water quality and wastewater treatment standards and practices; water quality issues affecting the environment; mathematical, chemistry, physics principles.
- A general understanding of fate and transport of chemicals and toxics in the environment.
- Laboratory analytical data review and assessment.
- General code enforcement practices and principles.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping and filing.
- Principles and practices of customer service.
- Occupational hazards and standard safety practices.

Ability to:

- Perform commercial, industrial, construction site, and food service water quality inspections; ensure compliance with regulatory agency testing and reporting.
- Assists in reviewing and evaluating laboratory analytical results for a wide range of water quality monitoring constituents.
- Read and understand written plans, specifications, and engineered drawings.
- Handle stressful/confrontational situations and make sound decisions.
- Organize, plan, coordinate, and prioritize multiple assignments.
- Conduct research and prepare reports.
- Follow oral or written instructions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; perform mathematical calculations including percentages, fractions, decimals, and unit conversions.
- Respond to requests and inquiries.
- Prepare clear and concise reports.

- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses/Certificates/Special Requirements:

- A valid Class C California driver's license, acceptable driving record, and the ability to maintain insurability under the City's Vehicle Insurance Policy.
- A OSHA HAZWOPER certificate (or ability to obtain one after hiring).
- A Qualified Stormwater Pollution Prevention Plan (SWPPP) Practitioner certificate (QSP).

Education/Training/Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

- Graduation from a four-year college or university with a Bachelor's degree in environmental science, biology, chemistry, engineering or a closely related field; and
- Two years of water environmental compliance experience; or
- An equivalent combination of training or experience.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit, stand, and walk within work areas and at inspection sites; stoop, kneel, or crouch to access or place records or files or to inspect discharge sites; lift and carry records, documents, and monitoring equipment, typically weighing less than 20 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret technical data, statistical information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, customers, other water officials, and the general public; occasionally required to deal with conflict situations with business representatives and residents when enforcing environmental standards and regulations.

Work Environment

The employee works in outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, toxic agents, hazardous materials, chemicals, gases, electrical currents, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. The employee may be required to wear personal protective equipment (PPE).



Environmental Manager

Class Code:
045

Bargaining Unit: N/A

CITY OF LAKE FOREST
Established Date: Jun 10, 2006
Revision Date: Jul 1, 2012

SALARY RANGE

\$43.22 - \$56.19 Hourly
\$3,457.85 - \$4,494.92 Biweekly
\$7,492.00 - \$9,739.00 Monthly
\$89,904.00 - \$116,868.00 Annually

DESCRIPTION:

Under direction, oversees the City's water quality and pollution prevention program in accordance with federal, state, and local laws and regulations; manages the implementation of the City's urban storm water/National Pollutant Discharge Elimination Systems (NPDES) program in accordance with federal, state, and local laws and regulations; acts as the City representative in the Nitrogen and Selenium Management Program; and performs a variety of technical, administrative, and programmatic work in support of the City's Water Quality Program including serving as a liaison to, coordinating with, and providing administrative support and staff assistance to City staff, committees, and outside agencies.

EXAMPLES OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Oversees the City's water quality and pollution prevention program in accordance with federal, state, and local laws and regulations.
2. Manages the implementation of the City's Urban Storm Water/National Pollutant Discharge Elimination Systems (NPDES) program in accordance with federal, state, and local laws and regulations.
3. Develops and presents training to all City staff and consultants regarding the City's NPDES Program and requirements including compliance with federal, state, and local laws related to NPDES.
4. Serves as liaison for the water quality program with various outside agencies and organizations including participating in various meetings and committees.
5. Oversees and supervises assigned consultants and staff responsible for performing water quality inspections on a City-wide basis.
6. Develops and implements community outreach, education initiatives, and related activities targeted at residents, businesses, homeowners associations, and property managers within the City.
7. Provides administrative and policy recommendations to the Development Services Department related to the implementation of Urban Storm Water/NPDES regulations and policies for new development that occurs within the City's jurisdiction.

8. Manages and implements compliance audit program for large industrial dischargers covered under the State General Industrial Permit within the City's jurisdiction.
9. Acts as the City representative and active participant in the Nitrogen and Selenium Management Program working group in response to requirements of the General Waste Discharge Requirements for Short-term Groundwater Related Discharges and De Minimus Wastewater Discharges to Surface Waters within the San Diego Creek/Newport Bay Watershed.
10. Manages and implements the City's Illegal Discharges/Illicit Connections Program to detect, investigate and eliminate illegal discharges and/or illicit connections to the City's Municipal Separate Storm Sewer System.
11. Coordinates with City Attorney and Special Council regarding notices of violation and cease and desist orders for water quality violations.
12. Evaluates resource and budget allocations for the City's participation in the county-wide storm water program and other cooperative participatory/funding agreements.
13. Supervises data collection and performs an annual Program Effectiveness Assessment (PEA) of the City's NPDES storm water program.
14. Prepares and submits the PEA report of the assessment findings to the US Environmental Protection Agency (EPA), and the Santa Ana and San Diego Regions of the California Regional Water Quality Control Board.
15. Prepares reports for the City Council regarding the status of compliance with the NPDES storm water permits.
16. Acts as the City representative for the water quality program and prepares a variety of reports for meetings with outside agencies and organization related to water quality.
17. Provides the Department Director and City Manager with biweekly updates of NPDES storm water program implementation activities and status at the Development Coordination Committee meeting.
18. Develops and recommends policy and implementation guidelines for the City's Municipal Code storm water programs.
19. Seeks grant opportunities for water quality programs and projects and monitors and administers City's obligations under grant agreements.
20. Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public.
21. Performs related duties as required.

TYPICAL QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a water quality program.
- Pertinent federal, state, and local codes, laws, and regulations including federal Clean Water Act, Porter Cologne Acts, National Pollution Discharge and Elimination Systems Act, National Environmental Protection Act and California Environmental Quality Act, National Pollution Discharge and environmental protection requirements of Title 40 of the Federal Regulations Code, and Hazardous Waste Management Regulations of the California Water Code.
- Regional water quality and wastewater treatment standards and practices; environmental issues affecting water quality.
- Supervisory methods and techniques.
- Grant writing and reporting practices
- Mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;

principles and procedures of record keeping and filing; occupational hazards and standard safety practices.

Ability to:

- Coordinate and oversee the City's water quality programs.
- Ensure compliance with regulatory agency testing and reporting.
- Discuss and negotiate complex technical, regulatory, social/political issues with governmental agencies involving water quality and environmental compliance standards
- Plan, organize, and prioritize tasks to meet deadlines.
- Evaluate complex regulatory requirements and establish strategy to maintain compliance.
- Review and evaluate laboratory analytical results for a wide range of water quality monitoring constituents.
- Evaluate technical feasibility of proposed prevention, reduction, remediation, or treatment technologies.
- Analyze and solve work problems.
- Follow oral or written instructions; make presentations; prepare statutory reports, violation records, and corrective actions taken.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Perform mathematical calculations including percentages, fractions, and decimals.
- Respond to requests and inquiries.
- Prepare clear and concise reports.
- Ensure adherence to safe work practices and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses/Certificates/Special Requirements:

A valid Class C California Driver's License and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

- Graduation from a four-year college or university with a Bachelor's degree in environmental science, biology, chemistry, engineering or a closely related field;
- Four years of water environmental compliance experience; or an equivalent combination of training or experience.
- OSHA HAZWOPER training, or equivalent environmental safety and hazardous materials training or certification, is highly desirable.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is regularly required to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine

coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information. Specific hearing abilities required by this job include hearing in the normal audio range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; learn and apply new information or new skills; work with constant interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work, including occasionally dealing with conflict situations.

Work Environment:

The employee works primarily in a standard office environment with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings. The employee may also work in outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, toxic agents, chemicals, gases, electrical currents, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.



ENVIRONMENTAL COMPLIANCE INSPECTOR I

Class Code:
33224

Bargaining Unit: LIUNA - Inspections & Technical

COUNTY OF RIVERSIDE
Established Date: Jan 17, 2008
Revision Date: Oct 31, 2013

SALARY RANGE

\$21.87 - \$33.50 Hourly
\$3,790.92 - \$5,806.35 Monthly
\$45,491.06 - \$69,676.26 Annually

CLASS CONCEPT:

Under close supervision, inspects new or existing residential or commercial development for compliance with approved plans and applicable codes, ordinances, and regulations; conducts site inspections to ensure compliance with state and federal environmental programs such as the National Pollutant Discharge Elimination System (NPDES); reads and understands Storm Water Pollution Prevention Plans (SWPPP); and performs other related duties as required.

This is the entry and first working level class of the Environmental Compliance Inspector series. Incumbents learn to make on-the-job inspections at construction sites and conduct investigations pertaining to environmental enforcement, water quality, air quality, habitat conservation, grading inspections and/or code violations. Depending on the department, incumbents may report to a Senior Environmental Compliance Inspector or a supervisory or mid-level manager position and work is subject to detailed and frequent review, which may lessen as experience is gained.

The Environmental Compliance Inspector I is expected to promote to Environmental Compliance Inspector II upon acquiring the necessary experience, education, and demonstrating satisfactory job performance. The Environmental Compliance Inspector I class is distinguished from the Environmental Compliance Inspector II by the latter being the fully qualified journey level and able to independently handle assignments with minimal supervision.

REPRESENTATION UNIT:

LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Inspect residential, commercial and industrial grading projects to ensure conformance with approved plans and compliances.
- Prepare inspection reports using the County NPDES form, documenting observations, deficiencies and estimate percent of work performed to compliance.
- Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality (SWPPP, Water Quality Management Plans (WQMP), Storm Water Quality Control (SWQC), Air Quality Management District (AQMD), habitat conservation, and grading inspections and/or code violations.
- Explain regulations to builders, contractors, property owners and the general public regarding necessary plans and information needed for the issuance of permits.
- Route scheduled inspections and enter inspection requests and results into portable personal computer; print inspection corrections for the builder; enter detailed time and labor data into the automated information system on a daily basis.

RECRUITING GUIDELINES:

Education: Course work directly related to the knowledge and abilities listed below may substitute for up to one year of experience on the basis of 30 semester or 45 quarter units of education equaling one year of full-time experience.

Experience: Two years of experience performing any of the trades or professions directly associated with the structural aspects of building and grading construction or inspection, or environmental enforcement, which would have provided the required knowledge and abilities listed below.

Knowledge of: Industry and industrial commercial NPDES regulatory structure, building and grading codes and regulations, modern building materials, terminology, and practices; the principles of the Clean Water Act; environmental enforcement inspection procedures and methods; permit tracking; and financial and spreadsheet software programs.

Ability to: Learn to read and interpret SWPPP, WQMP, building and grading plans and specifications; learn to analyze, interpret, and accurately review WQMP and Best Management Practices (BMP); learn to make inspections, enforce regulations, and detect substandard materials and workmanship; deal tactfully and effectively with builders, contractors, and the general public; make accurate data entries and use automated inspection and time labor information using a personal computer.

OTHER REQUIREMENTS:

License/Certification: Possession of a valid certification as a Qualified SWPPP Practitioner (QSP).

Possession of a valid California Driver's License is required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



ENVIRONMENTAL COMPLIANCE INSPECTOR II

Class Code:
33225

Bargaining Unit: LIUNA - Inspections & Technical

COUNTY OF RIVERSIDE
Established Date: Jan 17, 2008
Revision Date: Oct 31, 2013

SALARY RANGE

\$25.76 - \$39.47 Hourly
\$4,464.30 - \$6,841.26 Monthly
\$53,571.65 - \$82,095.10 Annually

CLASS CONCEPT:

Under general supervision, inspects new or existing residential or commercial development, or inspects transportation projects for compliance with approved plans and applicable codes, ordinances, and regulations; conducts site inspections to ensure compliance with state and federal environmental programs such as the National Pollutant Discharge Elimination System (NPDES) and the Water Quality Management Plans (WQMP); conducts reviews of Storm Water Pollution Prevention Plans (SWPPP); and performs other related duties as required.

This is the fully-qualified working level of the Environmental Compliance Inspector series. Depending on the department, incumbents may report to a Senior Environmental Compliance Inspector or a supervisory or mid-level manager position and are usually assigned to make on-the-job inspections at construction sites and conduct investigations pertaining to environmental enforcement, water quality, air quality, habitat conservation, and grading inspections and/or code violations.

The Environmental Compliance Inspector II is distinguished from the Senior Environmental Compliance Inspector by the latter having lead responsibility or performing the more complex or specialized assignments.

REPRESENTATION UNIT:

LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Inspect residential, commercial, industrial grading, or transportation projects to ensure conformance with approved plans, applicable codes, ordinances, and regulations.
- Prepare inspection reports using the County NPDES form documenting observations, deficiencies, and estimating percent of work performed to compliance.
- Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality (SWPPP, WQMP, Storm Water Quality Control (SWQC), Air Quality Management District (AQMD)), habitat conservation, grading inspections and/or code violations.
- Explain regulations to builders, contractors, property owners and the general public regarding necessary plans and information needed for the issuance of permits.
- Route scheduled inspections and enters inspection requests and results into portable personal computer; print inspection corrections for the builder; enter detailed time and labor data into the automated information system on a daily basis.

RECRUITING GUIDELINES:

Education: Course work directly related to the knowledge and abilities listed below may substitute for up to one year of experience on the basis of 30 semester or 45 quarter units of education equaling one year of full-time experience.

Experience: Three years of experience performing a combination of the trades or professions directly associated

with the structural aspects of building and grading construction or inspection, or environmental enforcement, which would have provided the required knowledge and abilities listed below.

Knowledge of: Industry and industrial commercial NPDES regulatory structure, building and grading codes and regulations, modern building materials, terminology, and practices; the principles of the Clean Water Act; environmental enforcement inspection procedures and methods; permit tracking, and financial and spreadsheet software programs.

Ability to: Read and interpret SWPPP, WQMP, building and grading plans and specifications; read, understand, and interpret complex, technical written material; analyze, interpret, and accurately review WQMP and best management practices; make inspections, enforce regulations, and detect substandard materials and workmanship; deal tactfully and effectively with builders, contractors, and the general public; make accurate data entries and use automated inspection and time labor information using a personal computer.

OTHER REQUIREMENTS:

License/Certification: Possession of a valid certification as a Qualified SWPPP Practitioner (QSP).

Possession of a valid California Driver's License is required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR

Class Code:
33226

Bargaining Unit: LIUNA - Inspections & Technical

COUNTY OF RIVERSIDE
Established Date: Jan 17, 2008
Revision Date: Oct 31, 2013

SALARY RANGE

\$28.96 - \$44.35 Hourly
\$5,019.13 - \$7,687.77 Monthly
\$60,229.52 - \$92,253.20 Annually

CLASS CONCEPT:

Under general supervision, inspects new or existing residential or commercial development for compliance with approved plans and applicable codes, ordinances, and regulations; conducts site inspections to ensure compliance with municipal, state, and federal environmental programs such as the National Pollutant Discharge Elimination System (NPDES) and the Water Quality Management Plans (WQMP); conducts reviews of Storm Water Pollution Prevention Plans (SWPPP); and performs other related duties as required.

This is the advanced working level of the Environmental Compliance Inspector series and incumbents report to a supervisory or mid-level manager position. Assignments include one or a combination of the following duties: performs the more complex or specialized NPDES inspections; conducts environmental site inspections; serves in a lead capacity over environmental compliance operations; examines residential commercial and industrial building and grading plans to determine conformance to minimum codes, regulations and ordinances.

REPRESENTATION UNIT:

LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Perform the more complex and specialized inspections of NPDES construction, industrial commercial, buildings and structures being built, altered, moved, rehabilitated, or abated for compliance with building, plumbing, mechanical, electrical, grading accessibility and mobile home, and environmental codes, regulations, and ordinances.
- Conduct initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality (SWPPP, WQMP, Storm Water Quality Control (SWQC), Air Quality Management District (AQMD), habitat conservation, grading inspections and/or code violations.
- In a lead capacity, review and provide technical assistance/quality control on difficult field inspections completed by lower level environmental compliance inspectors; resolve field inspection problems and complaints.
- Examine plans and specifications of residential commercial and industrial structures to ensure compliance with codes, regulations and ordinances.
- Prepare inspection reports using the County NPDES form, documenting observations, deficiencies and requirements as described in municipal and state permits.
- Explain regulations to builders, contractors, property owners and the general public regarding necessary plans and information needed for the issuance of permits.
- Route scheduled inspections and enters inspection requests and results into portable personal computer; print inspection corrections for the builder; enter detailed time and labor data into the automated information system on a daily basis.
- Prepare reports and correspondence; assist in training new employees; review and adjust workload of environmental compliance inspectors in the field; attend continuing education classes and maintain applicable certification(s) as required.

RECRUITING GUIDELINES:

Education: Course work directly related to the knowledge and abilities listed below may be substituted for up to two years of experience on the basis of 30 semester or 45 quarter units of education equaling one year of full-time experience.

Experience: Four years of environmental compliance enforcement, building inspection, grading inspection, or plans examining experience and/or related college level education which would have provided the required knowledge and abilities listed below. (Journey level experience in the trades or professions directly associated with structural aspects of building construction may be substituted for up to two years of the required education/experience on the basis of one year of trades experience equaling six months of qualifying education/experience.)

Knowledge of: Industry and industrial commercial NPDES regulatory structure, building and grading codes and regulations, modern building materials, terminology, and practices; the principles of the Clean Water Act; environmental enforcement inspection procedures and methods; permit tracking, financial, spreadsheet software programs.

Ability to: Read and interpret SWPPP, WQMP, building and grading plans and specifications; read, understand, and interpret complex, technical written material; analyze, interpret, and accurately review WQMP and best management practices (BMP); make inspections, enforce regulations, and detect substandard materials and workmanship; deal tactfully and effectively with builders, contractors, and the general public; make accurate data entries and use automated inspection and time labor information using a personal computer.

OTHER REQUIREMENTS:

License/Certification: Possession of a valid certification as a Qualified SWPPP Practitioner (QSP).

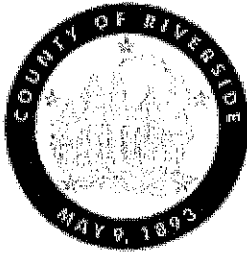
Possession of a valid California Driver's License is required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

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ENVIRONMENTAL COMPLIANCE MANAGER

Class Code:
33228

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE
Established Date: May 9, 2019
Revision Date: May 9, 2019

SALARY RANGE

\$42.00 - \$64.30 Hourly
\$7,280.78 - \$11,145.42 Monthly
\$87,369.36 - \$133,745.04 Annually

CLASS CONCEPT:

Under direction, plans, supervises, and organizes environmental compliance work in the areas of recycling and hazardous waste management, and community improvement/outreach; performs complex assignments and provides oversight to management, professional, and clerical/technical support staff; independently maintains or implements major environmental compliance programs; and performs other related duties as required.

The Environmental Compliance Manager is an advanced level manager classification reporting to an appropriate manager or executive level position, and is characterized by the assignment of complete responsibility for a specific unit or team engaged in environmental compliance activities within either the department, the community, or both. The responsibilities assigned to this classification requires not only a high degree of regulatory training and public relations proficiency, but also the ability to plan and supervise the work of others in the environmental compliance functional areas.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(C) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT:

Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plan, organize, direct, and review the work of a unit or staff engaged in major recycling, hazardous waste, and landfill safety program initiatives.
- Supervise Program Administrators, Program Coordinators, Supervising Hazardous Waste Inspectors, and other professional or clerical/technical support staff; directly undertake the preparation of programs and estimates in connection with the maintenance of a wide variety of environmental compliance activities, including illegal dumping, litter control, community improvement, recycling, sanitary landfill safety, hazardous waste exclusion, and special waste acceptance.
- Review, evaluate, recommend, and/or approve proposals involving illegal dumping, litter control, community improvement, recycling, sanitary landfill safety, hazardous waste exclusion, and special waste acceptance programs; personally work on more challenging regulatory issues and ensure ongoing program compliance.
- Analyze and interpret laws, pending legislation, ordinances, and regulations specific to environmental compliance activities; review departmental activities for conformity to federal, state, and local laws and regulations.
- Direct the inspection of solid waste and enforce conformity to regulations and laws through local Certified Unified Program Agencies (CUPA) and the District Attorney; direct field changes on illegal dumping, hazardous waste incidents and cleanups.
- Direct and supervise the research, development, and preparation of long-range plans relative to environmental compliance; direct, coordinate, and supervise a variety of illegal dumping, litter control, community improvement,

recycling, sanitary landfill safety, hazardous waste exclusion, and special waste acceptance services.

- Represent the department before other agencies and the public; may direct the investigation of hazardous waste incidents at transfer stations and other private waste facilities that deliver waste to County facilities and illegal dumping incidents in the unincorporated areas of the County.
- May direct the preparation of traffic projects, studies, reports, and recommendations for traffic programs and traffic control devices.
- Act as the department's public relations representative for routine and/or sensitive high-profile events with the objective of achieving positive and accurate news and media exposure specific to environmental compliance activities.
- Advise departmental operational managers and engineering staff regarding illegal dumping, litter control, community improvement, hazardous material, and waste compliance.
- Develop and maintain health and safety plans for the department; direct the operation of uncontrolled hazardous waste site remediation and illegal dumping projects.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree in environmental science, occupational health, engineering, industrial hygiene, business or public administration, or a closely related field to the assignment. (Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

Experience: Four years of environmental compliance experience that includes two years of management or supervisory experience in a specialized area such as illegal dumping, litter control, community improvement, traffic control, or in the planning, design, and construction of sanitary landfill projects, or the review and approval of waste management plans for permit issuance. Experience must have included direct regulatory agency coordination.

Knowledge of: The principles and practices of environmental compliance especially as they apply to sanitary landfills or water conservation; laws, rules, and regulations impacting solid waste, hazardous waste, and universal waste management, as well as employee health and safety; contract administration; contract negotiation techniques; project/program coordination and quality control methods applicable to professional services; County purchasing policies and practices; the methods used in evaluating vendor capability and performance; physical, environmental, and economic implications of waste management; Riverside County Board Policy A-44 (media relations).

Ability to: Negotiate service contracts and agreements; interpret and administer contracts, agreements, training programs, and operating policies; interpret and apply legislative mandates to assigned program(s)/project(s); establish and maintain effective and cooperative working relationships with program/project participants; review and analyze reports; generate and evaluate alternatives to problems and project consequences of decisions and recommendations; make presentations before community groups, the Board of Supervisors, councils of government, city managers, state and federal regulatory agencies, and the news media; write concise reports and correspondence; supervise staff.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

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