

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

SOURCE CONTROL INSPECTOR

DEFINITION

The Source Control Inspector enforces Sewer Use, Stormwater and Pretreatment Ordinances for the City of Daly City and the North San Mateo County Sanitation District.

EXAMPLES OF DUTIES

Conducts on-site inspections of water users and dischargers. Establishes and maintains self-monitoring programs for dischargers permitted under the pretreatment ordinance and regulations and implements enforcement actions as necessary. Reviews, evaluates and recommends requirements for business license applications, backflow prevention measures, wastewater discharge applications and stormwater management plans. Maintains computerized records of inspections, violations and enforcement activity for various programs. Assists property owners and businesses in the prevention of stormwater pollution, including conducting study sessions and seminars. Prepares regular and special reports for submittal to supervisors or outside agencies. Attends and conducts workshops and training sessions to maintain job skills that are concurrent with new and changing regulations. Works extended or irregular hours as necessary to obtain samples, perform inspections and attend necessary meetings.

MINIMUM QUALIFICATIONS

Knowledge of: Industrial waste discharge laws and regulations and stormwater discharge laws and regulations. Hazardous materials inspection and safe practices. Methods for interpretation and enforcement of laws, codes and ordinances. Operation of collection and wastewater treatment systems. Operation of stormwater collection and disposal systems. Basic chemistry, sampling and laboratory techniques. Use of computer systems and typical software applications such as word processing, spreadsheets and databases. Organizational skills needed to manage a complex program.

Ability to: Learn, understand and interpret applicable laws, codes and ordinances. Safely perform on-site inspections of diverse types of businesses. Read construction, mechanical and piping plans. Recognize the effects of differing activities on water, wastewater or stormwater content. Make arithmetic calculations. Write clear and concise

JOB SPECIFICATION
SOURCE CONTROL INSPECTOR (PAGE 2)

reports. Communicate effectively both verbally and in writing. Use personal computers and computerized management information systems. Maintain accurate, complete and orderly records. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: A Bachelor's degree from an accredited college or university in chemistry, engineering, environmental sciences or a closely related field. Completion of the course, "Pretreatment Facility Inspection", offered by the California State University at Sacramento, Engineering Division, or an equivalent, is desirable.

Experience: Two years experience in source control and inspection and lab work, or a closely related field such as industrial pretreatment control and inspection or hazardous materials control and inspection.

License: Possession of a valid Class C California Driver's License. Possess, or obtain within nine months from hire, Pretreatment Inspection certification from the California Water Pollution Control Association. Possess, or obtain within one year from hire, Backflow Prevention Inspection certification from the California Department of Health Services.

R: 02/07