

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING WASTEWATER PRETREATMENT INSPECTOR

DEFINITION:

Under direction, to supervise the work of a professional staff engaged in wastewater pretreatment inspection, permitting, investigation, enforcement or other regulatory management activities; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans, organizes and directs the work of a staff performing industrial and commercial wastewater pretreatment permit, compliance, or enforcement inspections,
- Makes work assignments and establishes priorities for assigned staff;
- Determines appropriateness of wastewater pretreatment systems;
- Determines discharge limitations, monitoring schedules and time frames for compliance;
- Meets with industry representatives to discuss reasons for noncompliance and recommend compliance measures;
- Acts as hearing officer to clarify and resolve outstanding violations;
- Maintains liaison with the wastewater laboratory and other divisions;
- May conduct the inspection of the most complex industries;
- Reviews and coordinates special investigations;
- Drafts and reviews drafts prepared by subordinates of discharge permits;
- Prepares reports and correspondence;
- Develops and implements mandated programs and sub-programs;
- Develops enforcement guidelines, procedures and actions;
- Selects, rates and trains subordinate inspectors;
- Initiates and documents enforcement actions against industries to secure permit compliance;
- Issues notices of violation;
- Attends various committee and board meetings;
- Assists in developing computerized tracking systems;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Chemistry, Biology, or a closely related field; **AND** three years of professional experience performing one of the following: industrial waste inspections including site evaluations and preparation of industrial discharge permits; chemical engineering experience including process and pretreatment engineering, calculations, design, or plant operation experience; sanitary engineering experience including inspection, design, and operation of wastewater treatment and pretreatment processes; chemical wastewater laboratory experience involving the analysis of the pollutants in wastewater which must include one year in an industrial waste program, and must include site evaluations and preparations of industrial discharge permits. A Master's degree in Chemical, Environmental or Sanitary Engineering may be substituted for one year of the required experience. A Master's degree in Chemistry or Biology may be substituted for six months of the required experience. Possession of a valid California Class C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.