

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT****ENVIRONMENTAL CONTROL OFFICER****JOB DESCRIPTION**

Under general direction to schedule, monitor, supervise and implement programs for inspection and monitoring of industrial, commercial, institutional and governmental establishments to ensure that waste discharge is in compliance with City ordinances and state and federal mandates, and within the water reclamation facility's treatment and processing capability; to develop community and user understanding and cooperation through continuing programs of public relations and education; to recommend assessment of penalties for noncompliance; and to perform related work as required.

**REPRESENTATIVE DUTIES**

Provides courteous and expeditious customer service to the general public and City department staffs; under the general direction of the Director of Water Reclamation; schedules, monitors, supervises and implements programs for the inspection and monitoring of industrial, commercial, institutional and government establishments to determine the effects of industrial waste waters on the sewerage system, personnel, treatment and the environment; supervises, trains, develops, assigns work to and evaluates the performance of environmental control personnel; establishes on-site inspections of various establishments; issues Industrial Waste Permits, when applicable, and enforces the provisions of the permits and applicable ordinances; issues notices of violations; recommends and ensures that corrective measures are taken; analyzes damages and costs incurred and recommends assessments to be charged to violators; secures evidence of violations and appears as a witness in court as required; assures that safety equipment is used and worn by employees, and that proper safety standards and procedures are adhered to; operates Department vehicles; and performs related work as required.

**MINIMUM QUALIFICATIONS**

Completion of 90 semester units of college course work in chemistry, bacteriology, environmental sciences or closely related field of physical science and 2 years experience in industrial discharge inspection. Additional qualifying experience may be substituted for the required education on a 30 semester units for 1 year of experience basis. Possession of an Environmental Compliance Inspector Grade 3 certification issued by the California Water Environment Association is required.

**Environmental Control Officer**

Possession of a valid California Class III Driver's license is required. Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12504a).

**GENERAL QUALIFICATIONS**

**Knowledge of:**

Requirements of City ordinances and state and federal mandates governing the treatment, control and discharge of industrial wastes;  
Industrial discharge inspection techniques, including flow measurement, sampling and testing techniques;  
Methods of conducting standard laboratory tests for determining the content and nature of industrial waste;  
Detailed knowledge of types of pollutants and chemical treatment of waste water;  
Principles of supervision and training;  
Appropriate safety precautions and procedures.

**Ability to:**

Interpret laboratory analysis reports and to use sound judgment in the application of findings;  
Make accurate mathematical and statistical computations;  
Maintain thorough and accurate records of investigative activities and findings;  
Prepare clear and concise reports and to communicate effectively;  
Read and understand blueprints;  
Deal tactfully and effectively with the public and representatives of industrial and commercial firms;  
See in the normal vision range with or without correction;  
Hear in the normal audio range with or without correction;  
Lift from 5 to 20 pounds in normal duties;  
Work under moderate to high stress conditions;  
Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier;  
Operate a vehicle observing legal and defensive driving practices;  
Understand and carry out oral and written instructions;  
Establish and maintain effective relationships with those contacted in the course of work.

**Environmental Control Officer**

**ORGANIZATIONAL RELATIONSHIPS**

The class of Environmental Control Officer is the supervisory managerial level in the environmental control series. Supervision is received from the Director of Water Reclamation. Supervision is exercised over environmental control unit staff.