

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### HAZARDOUS MATERIALS/PRETREATMENT TRAINEE - 1524

##### DEFINITION:

Under immediate supervision, in a training capacity, to perform entry level work in 1) the permit inspection of industrial and commercial establishments discharging waste into the City's sewer systems and storm drains, 2) the inspection and coordination of the use, storage, and disposal of hazardous materials at City facilities, or 3) the inspection of commercial refuse loads at a public landfill for unauthorized materials; and to perform related work.

##### \* EXAMPLES OF DUTIES:

###### 1) As a wastewater pretreatment inspector:

- Inspects, classifies, and evaluates industrial and commercial processes to determine the type and amount of industrial waste being discharged into the sewer system and determines compliance with federal, state, and local sewer discharge standards;
- Performs water audits;
- Observes industrial work flow processes to understand chemical and water uses, distribution, and disposal;
- Determines the appropriateness of a variety of wastewater discharge pretreatment systems and protocols;
- Identifies industrial waste problems with manufacturing processes, wastewater pretreatment systems, and operational techniques;
- Draws schematics of field sites and industrial processes;
- Drafts staff reports, Notice of Violation, Compliance Orders, and Penalty Orders;
- Recommends chemicals and other constituents to be tested for, sampling schedules and locations, monitoring requirements, and other permit parameters;
- Explains discharge regulations to the industry and determines facility-specific industrial and commercial sewer billing rates;
- Provides outreach and education to regulated industries;
- Conducts research to gather information regarding water consumption, environmental regulations, and lab analysis history.

###### 2) As a hazardous materials inspector:

- Assists City departments in conforming to Federal, State, and County regulations regarding the appropriate storage, use, and disposal of a variety of chemical substances;
- Conducts or oversees site assessment and mitigation activities;
- Performs internal inspections at City operated facilities and work sites;
- Attends, facilitates, and documents facility inspections performed by outside regulatory agencies;
- Identifies noncompliance issues and prepares/executes a plan for compliance;

\* **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.

- Explains and interprets codes and regulations related to hazardous materials;
- Audits City facilities to determine the type and amount of hazardous materials stored, discharged into the sewer, or disposed as hazardous waste;
- Assists in developing waste minimization proposals;
- Provides technical direction in the identification, purchase, and disposal of hazardous materials;
- Assists in developing business plans outlining emergency response measures, locations of facility operations, and chemicals used and stored;
- Inspects loads of commercial refuse haulers for unauthorized materials and directs unacceptable materials to recycling facilities;
- Investigates illegal disposal of hazardous waste and conducts appropriate enforcement actions, including issuing notice of violation to landfill customers;
- Determines appropriate waste sampling protocols;
- Contacts licensed haulers to coordinate the removal of dangerous materials;
- Holds potentially dangerous materials for inspection by County agencies or Fire Department Combustible, Explosive, and Dangerous Materials (CEDMAT) Inspectors;
- Conducts follow-up contacts with waste haulers and industrial waste generators to obtain voluntary compliance for properly disposing of materials.

### **3) As a storm water inspector:**

- Inspects and enforces of storm water regulations;
- Inspects, evaluates, and enforces Best Management Practices (BMPs) for industrial and commercial businesses;
- Inspects industrial/commercial businesses and residences for proper maintenance of Permanent Structural BMPs;
- Conducts outreach to educate business owners and citizens regarding pollution prevention, BMPs, and storm water regulations;
- Performs enforcement actions;
- Writes technical reports;
- Utilizes databases and spreadsheets for report generation and datastorage/retrieval.

### **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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Chemistry, Industrial Hygiene, Chemical Engineering, Environmental Engineering, Biology, Environmental Science, or a closely related degree. Individuals applying with a closely related degree must have completed at least 18 semester/27 quarter units of college-level chemistry course work that must include lecture and laboratory classes in both organic and general chemistry. Possession of a valid California Class C Driver's License.