

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Environmental and Safety Protection Inspector	Job Family: III
General Classification: Professional	Job Grade: 14

Definition: To administer, implement, and enforce the following codes and ordinances related to safety and environmental protection:

1. The City's Sewer Use Ordinance (Chapter 35, Mountain View City Code).
2. The City's NPDES Stormwater Discharge Permit.
3. The California Fire Code (Chapter 14, Mountain View City Code).
4. The Tiered Permitting Program requirements of Health and Safety Code, Division 20, Chapter 6.5 and Division 4.5, Title 22, CCR.

Supervision Received and Exercised: Receives only occasional instruction or assistance from the Fire Marshal or Environmental Safety Coordinator. Is fully aware of operating procedures and policies within the work unit and able to perform the position's duties with limited supervision.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Inspect industrial and commercial facilities for compliance with codes and ordinances listed above for the following regulatory programs: (1) fire and life safety; (2) fats, oil, and grease (FOG) control; (3) stormwater pollution prevention; and (4) hazardous materials, limited to storage of compressed gases.
2. Inspect new construction projects for compliance with pollution prevention requirements.
3. Enforce provisions of the codes and ordinances listed above as described in the Fire and Environmental Protection Division's "Enforcement Response Plan." Enforcement includes issuing inspection notices, Compliance Orders, administrative penalties, and participating in enforcement hearings.
4. Issue permits to regulated facilities as defined in the codes and ordinances listed above.

Position Title: Environmental and Safety Protection Inspector

Page 2 of 4

5. Obtain, compile, and evaluate reports submitted by regulated facilities for completeness and accuracy, following established practices, policies, procedures, internal guidelines, and models. This includes fire protection system maintenance records, plumbing records, grease removal device system maintenance records, hazardous materials business plan submittal in the California Environmental Reporting System, applicable information submitted as part of the Environmental Compliance Plan (Business Plan), periodic reports of continued compliance, pH chart recordings, flow data, etc.
6. Maintain and keep up-to-date a database of all pertinent storm, sanitary sewer discharge, and Fire Code compliance information submitted by regulated facilities or obtained through inspection.
7. Review Development Review Committee (DRC), building, and construction plans for compliance with the codes and ordinances listed above. Advise and assist applicants in an effort to bring the applicants into compliance in a timely manner.
8. Provide information and assistance to all regulated facilities (including City facilities) to help these facilities comply with applicable codes and ordinances.
9. Provide information and educational outreach to the residential community to encourage compliance with codes and ordinances listed above.
10. Respond to illegal discharges to the sanitary or storm drain system within the City; investigate and trace the sources of the discharge; provide follow-up with the responsible party and enforcement action when warranted; and complete required reporting to State agencies, such as the California Office of Emergency Services.
11. Work cooperatively with business representatives, community members, City departments, and staff to resolve complaints and improve compliance with related codes and ordinances.
12. May determine sampling locations and methods; collect representative samples of wastewater from regulated facilities; use appropriate containers and preservation methods; and observe and record field conditions, flow meter readings, field test results, and other data relevant to sampling conditions.
13. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: City's wastewater discharge ordinance requirements; NPDES stormwater discharge requirements; California Fire Code; common laboratory technology; laboratory, sampling and flow-measuring methods, and equipment; principles of fire protection system; basic principles of industrial and municipal wastewater collection; wastewater treatment processes and systems; monitoring techniques; and safety practices related to areas of assignment.

Ability to: Be self-motivated and work with a minimum of supervision; inspect a variety of industrial, commercial, and residential facilities and equipment; learn and apply knowledge and experience to a variety of situations; deal cooperatively and effectively with the public, regulated facility officials, and City employees; communicate clearly and concisely, both orally and in writing; perform arithmetic calculations consistent with required certifications; review construction plans; learn to operate City-specific computer programs; and interpret applicable technical codes, ordinances, and regulations.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of recent full-time experience conducting regulatory compliance inspections for fire/life safety, stormwater, and/or industrial wastewater requirements. Education equivalent to an associate degree with major course work in biology, chemistry, or fire science. Completion of, or ability to complete within two years of appointment, California State Fire Inspector 1A (Introduction to the California Fire Code), 1B (Inspection of Fire Protection Systems and Special Hazards), and 1C (Fire Protection Systems and Building Components), and 1D (Field Inspection California-Specific). Training in the areas of hazardous materials and/or hazardous waste administration; inspection, permitting, and enforcement; and field health and safety training, to include planning field inspections, safety equipment, and hazard recognition and avoidance are highly desirable.

Required Licenses or Certificates: Possession of a valid Class C California Driver's License. Possession of, or ability to obtain within one year of employment, a Grade I Environmental Compliance Inspector certification from the California Water Environment Association.

Position Title: Environmental and Safety Protection Inspector

Page 4 of 4

Working Conditions: Must possess the ability to climb ladders and lift up to 50 pounds. Must be willing to work under adverse weather conditions and perform and direct emergency work as needed.

Established: July 2003

Revised: June 2021

HRD/CLASS SPECS

Environmental and Safety Protection Inspector