



## City of Irving Job Description

### Environmental Compliance Inspector

---

<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	U392	<b>Reports To (Job Title):</b>	Environmental Compliance Manager or Designated Supervisor

---

#### PURPOSE

To visually inspect and evaluate the operation and condition of the full scope of infrastructure, vehicles and settings related to environmental compliance functions and operations including exempt and permitted industrial facilities, industrial waste haulers, restaurant and manufacturing grease traps; and participate in other technical and professional work of the Environmental Compliance Division of the Water Utilities Department.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Conduct daily inspections of assigned projects to ensure with ordinances, regulations and construction specifications and other requirements based on state and federal laws; perform Certificate of Occupancy Inspections, Grease Trap and Surcharge Account Audit Inspections, Liquid Waste Hauler Inspections and Exempt Industrial Facility Analysis.
- Review all inspection results with Environmental Compliance Specialists and related staff to ensure appropriate documentation, enforcement actions and follow-up for compliance.
- Prepare and verify accurate daily reports and diaries of assigned projects, which includes verifying schedules, reporting on deviation or discrepancies in plans, trip tickets or work conditions; ensure that industries and other businesses in Irving are maintaining appropriate records for compliance with environmental codes, ordinances and construction specifications; confirm readiness for TCEQ audits and inspections on an on-going basis.
- Answer and resolve questions and disputes from business owners and the public concerning inspections and related compliance issues.
- Coordinate and work with other compliance staff to conduct joint inspections; exchange information and review documents to ensure full review and consistency for all inspections.
- Respond to and assist with the resolution of difficult and sensitive inquiries and complaints.
- Issue citations and notices of violation as a sworn officer of the City of Irving and the State of Texas.
- Respond to emergencies involving various water quality, industrial wastewater and hazardous materials issues.
- Participate in training to maintain licenses and certifications required for position.
- Participate in on-call rotation.  
Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Assist with stormwater operations and sampling.

- Collect a variety of water, wastewater or stormwater samples and deliver to the contracted laboratory for analysis; comply with appropriate chain of custody requirements.
- May provide support to the Leak Detection or Water Conservation functions.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

May complete purchases using p-card, purchase order or other method.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from accredited four year college or university in environmental science, chemistry, biology or other subject related to position.

### **EXPERIENCE**

- Two (2) years of directly related experience including inspections and water and/or wastewater systems sampling or closely related water utilities field experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Class C Texas driver's license
- Texas Commission on Environmental Quality (TCEQ) Class C Water and Class II Wastewater license.

### **KNOWLEDGE OF**

- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.
- Inspection practices: Following guidelines for evaluating condition of equipment, work environments and condition of infrastructure.

## **SKILLS AND ABILITIES IN**

- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- Identification of Key Causes: Identifying the things that must be changed to achieve a goal.
- Responsive Engagement: Actively listening and communicating orally environmental compliance status and issues to a variety of people ranging from the general public and industry representatives, to professional technical and non-technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do assigned work.
- Technical Comprehension: Reading and understanding drawings, and specifications.
- Technical Problem-Solving: Dealing with problems involving several concrete variables in standardized situations.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers, which involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Self-Management: Working independently and without supervision.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Frequently interacts with local industrial and business representatives for purposes of inspection, Building Inspections and Code Enforcement staff for administrative and enforcement support. Often will interact with outside agencies such as Dallas County, private developers, environmental laboratories and residents. Regulatory contacts include the EPA and the TCEQ. Coordination is required with regional entities such as TRA, NCTCOG and TXDOT.

## **EQUIPMENT AND PROPERTY**

This position utilizes hand tools and sampling equipment, personal computer, copier, fax, cell device, digital camera and a city vehicle.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to carry, vehicle, grasp, lift up to 100 pounds, listen, see, talk, and walk. Frequently, s/he is required to balance, kneel, push or pull, reach, and stand. Occasionally, s/he is required to climb, sit, and stoop. Rarely, s/he is required to crawl and run. Constantly, the employee is required to smell. Specific vision abilities required by this job include close vision and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is constantly exposed to dirty environment, improper illumination, toxic or caustic materials, and air contamination. Frequently, s/he is exposed to blood-borne pathogens, confining work spaces, moving mechanical parts, extreme temperature or weather conditions, as well as, traffic and noise. Occasionally, s/he may encounter extreme vibrations. The noise level in the work environment usually is Moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others. Inspections occur in a variety of work settings which include the full scope of industrial and commercial businesses with various types of hazards.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.