



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<http://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Environmental Compliance Inspector**

An Equal Opportunity Employer

SALARY

\$36.20 - \$46.20 Hourly \$2,895.74 - \$3,695.75 Biweekly \$6,274.09 - \$8,007.46
Monthly \$75,289.14 - \$96,089.55 Annually

OPEN DATE: February 1, 2018

CLOSE DATE: February 26, 2018

THE POSITION

**ENVIRONMENTAL COMPLIANCE INSPECTOR
Regulatory Programs Division
Regular, Full-Time Employment Opportunity**

The Environmental Services Department provides comprehensive and innovative utility services for Sunnyvale's residents and businesses and facilitates initiatives to achieve the City's sustainability objectives. The department brings together technical, operational, and administrative professional disciplines to form its dedicated and dynamic team.

We are currently recruiting for one vacancy in the position of Environmental Compliance Inspector to support the City's environmental inspection programs, which help protect our waterways by ensuring that businesses and residents are implementing best management practices to prevent water pollution. The City is currently working to advance multiple storm water initiatives such as trash reduction and controls for pollutants of concern such as mercury and PCBs. The Environmental Compliance inspectors will support those initiatives.

Under general direction, the Environmental Compliance Inspector performs journey level inspection, enforcement, and related activities on commercial, industrial, and residential discharges to the sanitary and storm sewer systems for compliance with codes and laws regulating water quality protection.

Click link for full job description: [Job Description](#)

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Performs inspections and sampling of industrial, commercial, and residential sources of discharges to the wastewater and storm drain systems.
- Inspects facility wastewater-generating processes and wastewater treatment equipment.
- Inspects non-point sources and responds to complaints of illegal discharges or connections to stormwater collection system per federal, state and local requirements.
- Reviews building plans and performs post-construction inspections of applicable new and redevelopment projects' Best Management Practices (BMP) for stormwater treatment and flow control to meet local Stormwater Permit and Sunnyvale Municipal Code requirements.
- Reviews, and evaluates various technical reports submitted by industrial facilities in order to determine discharge compliance with federal, state, and local regulations.
- Installs, calibrates and monitors sampling equipment such as, field flow and data collection devices to ensure proper functioning; conducts sampling according to established and/or regulatory protocol and procedures.
- Performs technical calculations to derive accurate and defensible pollutant limits.
- Reviews and approves industrial and commercial discharge permit applications and issues appropriate permits.
- Issues orders to enforce the provisions of industrial waste permits, ordinances, program's enforcement response plan and any other applicable rules and regulations.
- Reviews and approves applications and issues permits for discharge of groundwater to sanitary collection system.
- Resolves problems between City, industries and other relevant parties related to industrial, commercial and residential wastewater or stormwater discharges; answers inquiries and provides information to the public.
- Evaluates laboratory reports and gathers evidence for legal actions.
- Prepares detailed written and oral reports of inspections and related correspondence; prepares annual reports; monitors submission of compliance reports from categorical industries.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Acute hearing is required in both the field and the office. Near vision is required when reading plans, written reports and other documents, and far vision is required when inspecting work sites. The need to lift, carry and push equipment and full sample containers weighing up to 50 pounds is also required. The job duties expose the incumbent to the outdoors, which may include exposure to chemicals; hazardous materials, skin irritants, fumes, solvents, and air contaminate aerosols from

wastewater. Sampling laboratory sanitation and personal hygiene procedures require incumbent to frequently wash his/her hands. The nature of the work may also require the incumbent to drive motorized vehicles and work in heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

A Bachelor's degree from an accredited college or university in chemistry, biology, microbiology, environmental science, environmental or chemical engineering, AND

One year of increasingly responsible experience in the collection and analysis of industrial and other wastewater/water samples.

Knowledge and Abilities:

Knowledge of:

- Biological, chemical and physical wastewater treatment processes.
- Modern principles and practices of chemistry, biology, or microbiology and basic fluid dynamic analysis as applied to domestic, industrial and commercial wastewater streams.
- Methods of detection of hazardous or detrimental wastewater contaminants or conditions, and effects on treatment plants and collection systems.
- Inspection, sampling and flow measurement procedures as they relate to industrial and commercial wastewater discharges and/or their pretreatment facilities and stormwater systems.
- Operation and maintenance of equipment used for monitoring industrial and commercial waste discharge and stormwater flows.
- Methods and procedures to monitor compliance with regulations, codes, and laws.
- National, state, regional and local regulatory waste and stormwater rules, regulations and practices as they apply to the City's industrial pretreatment program.
- Procedures associated with hazardous materials clean-up and appropriate safety precautions.
- Stormwater Best Management Practices (BMP) for physical treatment, chemical or biological pollutant reduction, and/or other mandated control of stormwater flows.

Ability to:

- Safely work in, with, and around wastewater, industrial wastes, and hazardous substances.
- Work in the immediate vicinity of laboratory chemicals and reactive agents used to analyze suspected industrial wastes.
- Interpret and apply Federal, State, and local rules, regulations and standards relative to wastewater and stormwater systems.
- Travel to remote sites within the City to conduct inspections of discharges of suspected hazardous materials.
- Work well under pressure and meet multiple deadlines.
- Tactfully communicate the objectives of the industrial wastewater and stormwater pollution prevention and source control programs to representatives of commercial, industrial facilities and residential communities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing; maintain accurate records and reports and prepare clear and concise correspondence.
- Obtain, compile, and evaluate information on industries regarding wastewater discharges, using computers, handheld devices and software programs.
- Work in the field without the need for close supervision.
- Work in a manner consistent with safety policies.

Licenses/Certificates

Possession at time of hire and continued maintenance of a valid Class C California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

A California Water Environment Association Grade I Environmental Compliance Inspector Certificate is desirable.

APPLICATION AND SELECTION PROCESS

APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **5:00 p.m. on Monday, February 26, 2018** (postmarks or faxes are not accepted).

A copy of your California Department of Motor Vehicle (DMV) record printout is required for this

position. If you are an out-of-State applicant, you must submit a copy of your state's DMV record printout. The DMV record printout must be current, dated within 30 days of your application. **Candidates will be required to submit the DMV record printout at the time of the oral exam.** DMV driver record printouts for California applicants may be obtained online at <http://www.dmv.ca.gov/online/dr/welcome.htm>

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click on City Jobs or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of a written and oral examination, tentatively scheduled for **Thursday, March 15, 2018**. (The examination process may be changed as deemed necessary by the Director of Human Resources.) Those candidates receiving a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies.

SELECTION PROCESS

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special

accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #17-00273
ENVIRONMENTAL COMPLIANCE INSPECTOR

TY

Environmental Compliance Inspector - Term Limited Supplemental Questionnaire

* 1. **Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- Yes
 No

* 2. Do you have at least a Bachelor's degree from an accredited college or university in chemistry, biology, microbiology, environmental science, environmental or chemical engineering?

- Yes
- No

- * 3. If you answered "yes" to the question above, list the accredited college or university, degree, and field of study. If not, enter "N/A" in the box below.
- * 4. Do you have at least one year of increasingly responsible experience in the collection and analysis of industrial and other wastewater/water samples? Please note: "Increasing responsibility" could be further defined as, but not limited to, the following: Taking responsibility and ownership of key tasks or projects within the position; Expressing initiative to take on projects that would provide a learning opportunity and new knowledge, skills, and abilities pertinent to the current position; And becoming a subject matter expert in the assigned area.
- * 5. Please describe your at least one year of increasingly responsible experience in the collection and analysis of industrial and other wastewater/water samples. If you answered no to the previous question, please enter N/A in the space below.
- * 6. Please describe your experience applying Federal, State, and local regulations and Enforcement Response Plans to determine compliance and issue enforcement actions. If you do not have this experience, please enter N/A in the space below.
- * 7. Please describe your knowledge and experience in inspecting facilities for stormwater and/or wastewater regulations. If you do not have this experience, please enter N/A in the space below.
- * 8. Please describe your work experience with data systems or tools to evaluate compliance and/or manage inspection workload activities such as sampling, inspection, and enforcement. If you do not have this experience, please enter N/A in the space below.
- * 9. Do you have a California Water Environment Association Grade I Environmental Compliance Inspector Certificate?
 - Yes
 - No
- * 10. Do you possess a valid California Class C driver's license?
 - Yes
 - No
- * Required Question