



We invite applications for the position of:  
**ENVIRONMENTAL COMPLIANCE INSPECTOR**  
**\$8,362 - \$9,968 MONTHLY SALARY**  
Plus a comprehensive benefits package

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## **The City of San Mateo Public Works Department is Looking for an Environmental Compliance Inspector**

### **Why Join our Department?**

The Public Works Department is comprised of Regulatory Compliance, Engineering, Field Maintenance, Facilities/Fleet, Wastewater Treatment, and Asset Management Divisions. Each division is led by one of two Deputy Directors, who report to the Director of Public Works. The department is responsible for the City's major capital projects and infrastructure including streets, street lights, traffic signals, publicly owned facilities, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon, dams, and levees; as well as solid waste and environmental programs. The Department is responsible for regulatory compliance related to Stormwater, Pretreatment, Solid Waste, and other environmental programs, as well as public outreach to raise awareness to the general public and other stakeholders about these issues.

The Public Works Department is committed to high performance standards, utilizing best practices relative to performance management and team-oriented approaches. Our mission is to enhance the community and its environment by providing sustainable stewardship and innovative approaches to Public Works services.

Look to some of the reasons why the City of San Mateo is a great place to work: [https://www.youtube.com/watch?v=GTIzeSpc\\_g](https://www.youtube.com/watch?v=GTIzeSpc_g)

### **The Position**

The Environmental Compliance Inspector performs inspections and sampling of industrial, commercial and residential sources of discharge to the City's sanitary sewer and storm drain systems to ensure compliance with federal, state, and local regulations; inspects hazardous materials storage areas; responds to reports of illicit discharges; performs water quality testing; and conducts public outreach activities. This classification is distinguished from all other technical and professional classifications in the City by its specialized assignments in support of a variety of environmental compliance programs. The duties of the class involve courteous, effective and tactful interaction with the community to ensure compliance with wastewater and stormwater discharge regulations. Persons assigned to this class perform or assist in performing all functions associated with the City's Source Control (Pretreatment and Pollution Prevention) and Stormwater programs. This position reports to the Regulatory Compliance Manager or higher level department personnel.

Some additional duties may also include the following:

- Enforce wastewater and stormwater discharge ordinances.
- Conduct on-site inspections of industrial and commercial businesses for compliance with the City's sanitary sewer and stormwater ordinances.
- Initiate enforcement actions (e.g., issue notices of violation, administrative citations) to persons or businesses in violation of the City's sanitary sewer and stormwater ordinances.
- Perform field investigations relative to water pollution incidents and/or complaints.
- Collect water samples and perform water quality testing in accordance with established standards and protocols.
- Calibrate and utilize sampling and/or monitoring equipment at appropriate locations; maintain and repair samplers and monitoring equipment.
- Work cooperatively with representatives of other City and County departments to ensure industrial, commercial, and residential conformance with City ordinances.
- Conduct field surveys as necessary to identify the source of or characterize (1) industrial discharges or excessive infiltration and inflow to the City's sanitary sewer system; and (2) illicit discharges to the City's storm drain system.
- Keep detailed inspection and follow-up records; maintain organized inspection files and records, both in hard copy and electronic formats.
- Assist with fulfilling wastewater and stormwater regulatory requirements, such as public outreach and education, trash load reduction efforts, and other regulatory requirements, as assigned.
- Measure landfill monitoring well water levels.

- Attend and participate in various technical committees of the San Mateo Countywide Stormwater Pollution Prevention Program.
- Attend workshops and training sessions to maintain job skills that are current with existing, new and changing regulations.
- Organize and participate in litter cleanups as required for Stormwater Permit compliance.
- Purchase required equipment and supplies as needed.
- Present pollution prevention information to various audiences as assigned.
- Work irregular or extended hours as necessary to respond to reports of illicit discharges, collect samples and/or conduct inspections.

For a complete list of duties, reference our job specifications at [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

### **Knowledge and Abilities**

*The ideal candidate will possess some of the following knowledge and abilities:*

- **Knowledge of** Federal, State, and local laws and regulations as they pertain to commercial, industrial and residential dischargers, including monitoring and reporting requirements; the nature and types of wastes generated by industrial, commercial and domestic dischargers; chemistry of industrial and commercial wastes, including compatibility of wastes with treatment processes; hazardous materials storage and management; flow measurement and sampling methods, and chain-of-custody procedures; basic chemistry and laboratory analysis techniques; wastewater collection systems and treatment plant processes; best management practices (BMPs) to prevent water pollution; effective communication and public relations techniques; safety principles, practices, regulations, and safe procedures related to the work, including OSHA regulations.
- **Ability to** accurately read, interpret, apply, and explain applicable procedures, rules, codes, regulations, and laws; safely perform required field work, including in harsh conditions, such as working in inclement weather and removing manhole covers or lifting monitoring equipment which may weigh up to 50 pounds; safely and effectively use proper tools to access pretreatment equipment and monitoring locations for inspection and sampling; safely and accurately measure flows, sample wastes, and perform water quality testing in accordance with requirements at 40 CFR Part 136 and established standard operating procedures; perform chemical analyses and appropriate arithmetic calculations to generate accurate, precise and meaningful data; prepare clear, accurate reports and written correspondence; work with limited supervision and make decisions in the field as necessary; work in a safe manner according to City safety practices and procedures; model and coach others in correct City safety practices; identify, correct and report safety hazards; administer first aid; read plans and blueprints; establish and maintain effective working relationships with those contacted in the course of work by always communicating respectfully, both orally and in writing, with dischargers, the public, other City personnel, and regulatory agencies; communicate tactfully and persuasively with commercial and industrial establishments and the public; encourage and demonstrate an enthusiastic, resourceful, cooperative, and effective customer service-oriented attitude with co-workers and the public; maintain detailed, accurate, up-to-date, and orderly records sufficient for potential use in court proceedings; use personal computers and computer software to perform word processing, and create and utilize spreadsheets, databases, and presentations.

### **Minimum Qualifications:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- One (1) year of work experience as an Environmental Compliance Inspector or equivalent environmental inspection experience, or two (2) years of experience as a sample technician or laboratory analyst in an environmental field; and education equivalent to two (2) years of college with major course work in chemistry, mathematics and biology or related fields.
- Additional qualifying experience MAY be substituted for the required education on the basis that one (1) additional year of experience as an Environmental Compliance Inspector equals two (2) years of required education.

### **License or Certificate:**

- Possession of or ability to obtain, an appropriate, valid California Driver's License.
- Must obtain a California Water Environment Association (CWEA) Grade I Environmental Compliance Inspector Certificate within twelve (12) months from the date of hire.

### **Bonus Points (highly desirable)**

- Bachelor of Science degree in a related field (Environmental Science, Geology, Environmental Eng, Hydrology)
- CWEA Grade I Environmental Compliance Inspector Certificate
- QISP, QSP, QSD Certifications

## **Benefits**

- **Salary:** \$8,362 - \$9,968/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.23% to CalPERS and New members contribute 7.50% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% city contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

## **Apply**

Submit an online application, résumé (*recommended*), and supplemental questionnaire at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

## **Application Deadline**

Recruitment will close by **Tuesday, April 14, 2026 @ 5:00 p.m. or upon receipt of the first 50 applications and supplemental questionnaires, whichever occurs first.** Resumes are not required but highly recommended.

## **Examination Process**

All applications, résumés (*recommended*), and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés do not take the place of a completed employment application. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral board is tentatively scheduled for Tuesday, May 5, 2026.**

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

**Date Posted** – March 17, 2026

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org).*

**Fine Print:** Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [wleopoldino@cityofsanmateo.org](mailto:wleopoldino@cityofsanmateo.org) or (650) 522-7265 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

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## CITY OF SAN MATEO

### Environmental Compliance Inspector

#### Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)*

1. Describe your directly applicable or equivalent experience of inspecting industrial and commercial businesses for compliance with federal, state and local regulations related to wastewater discharge, pollution prevention, and stormwater requirements.
2. You received a report of an industrial facility discharging materials that may violate local or state environmental regulations. Describe the steps you would take to investigate the issue, evaluate the potential compliance problem, and determine the appropriate course of action. Include how you would communicate with the business, document your findings, and coordinate with other agencies or internal staff if needed.
3. Describe the process you would employ to follow up on a referral from the City Sewer crew about a series of sanitary sewer overflows from a large apartment building.