

ENVIRONMENTAL COMPLIANCE INSPECTOR



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<http://www.cleancreeks.org/>

Employment Opportunity

Open until filled



West Valley
Clean Water Authority

Campbell • Los Gatos • Monte Sereno • Saratoga



ENVIRONMENTAL COMPLIANCE INSPECTOR

DESCRIPTION

The West Valley Communities

The West Valley refers to an area in Santa Clara Valley in Santa Clara County, California. It lies in the southwest portion of the valley, and includes the cities of [Campbell](#), [Los Gatos](#), [Monte Sereno](#) and [Saratoga](#). Collectively, the cities have a combined population of approximately 110,000 and include the Los Gatos Creek, Calabazas, and San Thomas Aquino Creek watersheds.

The West Valley Clean Water Program Authority

The West Valley Clean Water Program Authority (Authority) serves as the Stormwater Pollution Prevention Authority for the cities of Campbell, Monte Sereno and Saratoga, and the Town of Los Gatos. The Authority assists its member agencies in their compliance with the National Pollution Discharge Elimination System (NPDES) "Municipal Regional Permit", as administered by the San Francisco Bay Regional Water Quality Control Board, and exists to maximize the effectiveness, efficiency, and cost benefit from collective pollution prevention efforts of the four West Valley communities.

The Authority administers an Urban Runoff Management Plan to: 1) address probable sources of stormwater pollution from municipal operations, development, construction sites, industrial and commercial sites, illicit discharges; 2) provide public information and outreach; 3) comply with water quality monitoring requirements, and 4) implement toxicity control programs for water pollutants including pesticides, trash, mercury, PCBs, and copper.

The Position

The Authority is currently recruiting for a part-time position of Environmental Compliance Inspector to support the West Valley cities/Town stormwater inspection programs. These programs help protect our waterways and the San Francisco Bay by ensuring that businesses and residents are implementing best management practices to prevent water pollution and are in compliance with federal and local water quality regulations.

The Authority is currently working to advance multiple stormwater initiatives such as trash reduction and controls for pollutants of concern such as mercury and PCBs. The Environmental Compliance Inspector may support these initiatives. An Environmental Compliance Inspector also responds to complaints of illegal discharges or connections to stormwater collection systems per federal, state, and local requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspect industrial/commercial facilities for compliance with federal, state and local codes concerning stormwater regulations.
- Review new and revised regulations and procedures to ensure applicability to the program, determine how the regulations will be applied, determine the need for new guidelines, and determine if code requirements are practical, applicable and warranted.

- Respond to complaints of illegal discharges or connections to stormwater collection systems per federal, state, and local requirements.
- Develop goals, objectives and annual work plans for the inspection program to include reviewing budget implementation plan, determining the scope of the work and the means and measures for accomplishing tasks, evaluating program outcomes, and making changes as necessary to increase performance.
- Prepare detailed written and oral reports of inspections and related correspondence
- Maintain database to document inspections, incidents, discharges, and enforcement response.
- Prepare annual reports to be submitted to the Regional Board in compliance with established guidelines and regulations for the stormwater programs.
- Attend trainings as needed and conduct trainings to municipal staff as needed.

QUALIFICATIONS

Knowledge of:

- Stormwater inspections of facilities and the handling of illegal discharges into the storm collection system.
- 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 cities/Town programs.
- Effects of toxic pollutants in the sewer and storm collection systems, and the water pollution control plant.
- Biological, chemical, and physical wastewater treatment processes.
- Health & safety issues.
- Emergency procedures involved in chemical spills.
- Computer programs related to source control and storm water inspection programs.
- Stormwater pollution prevention strategies.
- Common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Ability to:

- Perform facility inspections.
- Read and interpret plans, maps and blueprints.
- Interpret and apply federal, state, and local rules, regulations, and standards relative to wastewater and stormwater systems.
- Travel to remote sites within the West Valley to conduct inspections of discharges of suspected hazardous materials.
- Communicate clearly and concisely, both orally and in writing; maintain accurate records and reports and prepare clear and concise correspondence.
- Tactfully communicate the objectives of the 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.
- Provide educational outreach to public as needed.
- 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 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.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Environmental Science, Environmental Studies, Biology, Chemistry, or a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licenses and Certifications:

- Valid California driver's license.
- Ability to obtain a Stormwater Compliance Inspector Certification.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect town/city development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various town/city and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Environmental Elements:

Employee partly works in the office and partly in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee interacts with public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

SALARY AND BENEFITS

This is a part-time position at \$35.00 - \$44.00/hr. The Authority offers:

- Employer portion of Social Security and Medicare contributions on behalf of the Employee.
- Short Term Disability Insurance.
- Employee is allowed 40 hours of paid sick leave to be used during a fiscal year. Vacation is accrued per pay period and may be carried over from year to year.
- Expense reimbursement for mileage (Authority inspection vehicle is provided).
- Flexible work schedule.

To Apply

If you are interested in this opportunity, please apply by email with a cover letter and resume to: stucker@wvcwp.org.

Filing deadline: Open until filled.

Following the first cut-off date, resumes will be screened accordingly to the qualifications above. The most qualified candidates will be invited to one or more interviews with Authority and/or Agency staff. If you have any questions, please contact Sheila Tucker at (408) 354-4734.