NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: March 8, 2013

Re: Notice of Proposed Classification Actions –Final Notice No. 21 FY 12/13 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective March 8, 2013.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenschel, Controller/ Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 21
Fiscal Year: 2012/2013
Posted Date: 03/01/2013
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
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<tr>
<td>1</td>
<td>6115</td>
<td>Wastewater Control Inspector</td>
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<tr>
<td>2</td>
<td>6116</td>
<td>Supervising Wastewater Control Inspector</td>
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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


cc: All Employee Organizations
    All Departmental Personnel Officers
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    DHR – Client Services Unit
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    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Chris Trenschel, Controller/ Budget Division
    E-File
Title: Wastewater Control Inspector  
Job Code: 6115

INTRODUCTION

Under general supervision, the Wastewater Control Inspector inspects commercial and industrial facilities to determine compliance of their waste discharges with established standards and regulations; may supervise activities of subordinate technicians; and performs related duties as required.

DISTINGUISHING FEATURES

This class is the journey-level inspector classification in the wastewater control inspection series. It is distinguished from the higher level Supervising Wastewater Control Inspector by its limited supervisory responsibilities. It is distinguished from the lower level Water Quality Technician by the complex nature of work assigned.

SUPERVISION EXERCISED

This class may supervise subordinate technicians.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Inspects wastewater and storm water facilities of commercial and industrial wastewater dischargers and construction sites to determine compliance with established local, state and federal discharge standards and regulations, and to establish billing requirements, where applicable.

2. Investigates and responds to reports of illegal discharges of toxic substances into sewers; monitors remedial action where violations are found, and prepares any necessary correspondence or enforcement action.

3. Determines field locations for wastewater flow monitoring and sampling; plans and coordinates flow monitoring and sampling activities, which may include the development of standard operating procedures, and the establishment of quality assurance systems.

4. May supervise subordinate technicians involved in routine wastewater flow monitoring, sampling and inspections to ensure proper and safe techniques and operation of equipment.

5. Reviews analytical results from wastewater sampling for compliance with applicable discharge limits, and for the calculation of wastewater billing rates, and prepares any necessary correspondence or enforcement action.

6. Prepares inspection reports, including site diagrams and photographs, and maintains accurate and complete records of inspection and investigation activities, by performing data entry to an electronic information management system.
Title: Wastewater Control Inspector
Job Code: 6115

7. Assists with keeping up-to-date the Annual Bay Prevention Pollution Program (BPPP) schedule as well as the Storm Water Pollution Prevention Programs (SWPPP) program mandated control measures and measurable goals; this includes training of Airport staff and tenants.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Working knowledge of: common laboratory technology, equipment and apparatus; principles and practices of wastewater treatment; safe wastewater sampling procedures; basic principles of arithmetic, chemistry and bacteriology; applicable federal, state and local requirements and methods of ensuring compliance. General knowledge of: supervisory techniques; principles of hydraulics, hydrology, instrumentation and equipment used in wastewater treatment and measurement.

Skill and ability to: prepare written, oral, and graphic reports; make accurate arithmetic calculations; read and interpret gauges, meters, recording instrumentation, maps and engineering drawings; apply basic hydraulic and environmental engineering concepts; supervise a group of subordinate technicians; communicate effectively with representatives of industrial, commercial, and institutional facilities, various agencies and the public.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires a bachelor’s degree from an accredited college or university with major coursework in natural or environmental sciences or chemical, civil, sanitary, or mechanical engineering or a closely related field.

Experience:

Two (2) years of technical experience in water treatment, water quality, wastewater control or laboratory services that must have included experience collecting and analyzing samples of wastewater equivalent to class 2482 Water Quality Technician III with the City and County of San Francisco; OR

One (1) year of professional experience in water treatment, water quality, wastewater control or laboratory services that included collecting and analyzing samples of wastewater and inspecting industrial establishments for compliance with applicable regulations.

Substitution:

Additional technical experience in water treatment, water quality, wastewater control or laboratory services that must have included experience collecting and analyzing samples of wastewater
Title: Wastewater Control Inspector  
Job Code: 6115

equivalent to class 2481 Water Quality Technician I/II with the City and County of San Francisco may be substituted for the required degree on a year for year basis, up to a maximum of two (2) years. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.

LICENSE AND CERTIFICATION

Possession and maintenance of, or the ability to obtain and maintain, a valid California Class C driver’s license.

Possession of a Grade I or higher California Water Environment Association Industrial Waste Inspector Certification.

SUPPLEMENTAL INFORMATION

None.

PROMOTIVE LINES

To: 6116 Supervising Wastewater Control Inspector

From: 2482 Water Quality Technician III

ORIGINATION DATE: 6/7/93

AMENDED DATE: 3/8/2013

REASON FOR AMENDMENT  To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD
INTRODUCTION

Under general direction of a Pretreatment Program Manager, the Supervising Wastewater Control Inspector supervises Wastewater Control Inspectors (6115), and also implements and enforces the Federal General Pretreatment Regulations, the City and County of San Francisco’s Sewer Use Ordinance, Stormwater Management Ordinance, and applicable State regulations regarding waste discharges to the sewerage system; may develop and implement Wastewater and Storm Water Pollution Prevention Programs; and performs related duties as assigned.

DISTINGUISHING FEATURES

This job code is supervisory level for inspectors of sanitary and industrial waste within the wastewater control inspection series. It is distinguished from 6115 by the complex nature of work assigned and supervisory responsibility.

SUPERVISION EXERCISED

The 6116 Supervising Wastewater Control Inspector supervises the 6115 Wastewater Control Inspector and other subordinate staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Organizes, directs, and evaluates the work of Wastewater Control Inspectors, and provides technical assistance and feedback on their performances.

2. Organizes and directs the Division’s Field Monitoring Section in the performance of wastewater monitoring activities in the collection system and at industrial users.

3. Develops standard operating procedures (SOPs) for performing essential tasks required of the Division.

4. Determines performance goals, trains and coaches subordinate staff to implement the SOPs.

5. Interprets and explains laws, codes, ordinances and technical procedures which govern the enforcement of pretreatment regulations.

6. May investigate, report and respond to complaints of illegal discharges to toxic substances into sewers.

7. Assists in the preparation of semi-annual and annual reports to the Regional Water Quality Control Board, as well as the section’s budget by researching relevant data and preparing text for inclusion.

8. Performs inspections of commercial and industrial business to evaluate the compliance of
Title: Supervising Wastewater Control Inspector  
Job Code: 6116

their waste discharges with applicable regulations under the City’s Pretreatment, Pollution Prevention and Stormwater Programs.

9. Performs inspections of construction sites to evaluate their compliance with stormwater runoff controls.

10. Prepares inspection reports, including site diagrams, GIS maps, photographs and any other relevant visual evidence, and maintains accurate and complete records of inspection activities.

11. Prepares wastewater sampling requests to be performed by the Division’s Field Monitoring Section.

12. Reviews analytical results from wastewater sampling for compliance with applicable discharge standards and limitations, and prepares any necessary correspondence or enforcement action.

13. Investigates complaints or referrals of illegal discharges to the sewerage system, and prepares any necessary correspondence or enforcement action.

14. Performs data entry to an electronic information management system to record the results of field inspections or investigations.

15. Reviews requests for wastewater discharge permits and prepares and issues the permits.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: principles and methods related to wastewater pretreatment, storm water and/or pollution prevention; common laboratory technology and equipment; current federal, state and local laws, codes, and ordinances; quality control and quality assurance practices and procedures; safe sampling and inspection practices and procedures.

Ability to: perform mathematical calculations; organize activities; supervise subordinate employees; interact tactfully, courteously, effectively, and harmoniously with superiors, coworkers, personnel, and the general public; effectively convey information verbally and explain complex ideas clearly; prepare clear and concise reports, records, and correspondence; drive a vehicle.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires a bachelor’s degree from an accredited college or university with major coursework in natural or environmental sciences or chemical, civil, sanitary, or mechanical engineering or a closely
Title: Supervising Wastewater Control Inspector  
Job Code: 6116

related field; AND

Experience:

Four (4) years of experience in water treatment, water quality, wastewater control or laboratory services which must have included two (2) years of experience at a professional level performing duties related to collecting and analyzing samples of wastewater and inspecting industrial establishments for compliance with applicable regulations equivalent to class 6115 Wastewater Control Inspector with the City and County of San Francisco and one (1) year of lead or supervisory experience.

Substitution:

Additional experience in water treatment, water quality, wastewater control or laboratory services as described above may be substituted for the required degree on a year for year basis, up to a maximum of two (2) years. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.

LICENSE AND CERTIFICATION

Possession and maintenance of, or the ability to obtain and maintain a current valid California Class C driver’s license.

Possession of an Environmental Compliance Inspector Grade I Certificate, or higher, issued by the California Water Environment Association (CWEA).

An Environmental Compliance Inspector Grade II Certificate, issued by the California Water Environment Association (CWEA), is required within one (1) year of appointment. Failure to obtain the certificate may lead to termination from employment.

SUPPLEMENTAL INFORMATION

None.

PROMOTIVE LINES

From: 6115 Wastewater Control Inspector

ORIGINATION DATE: 3/7/88

AMENDED DATE: 10/29/2001, 03/08/2013

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD