

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 12, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 13 FY 18/19 (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 September 12, 2018.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Director
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 – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, 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: 13
Fiscal Year: 2018/2019
Posted Date: 08/30/2018
Reposted Date: 09/05/2018

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

Item #	Job Code	Title
1	6115	Wastewater Control Inspector

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 affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Wastewater Control Inspector
Job Code: 6115**

DEFINITION

Under general supervision, 6115 Wastewater Control Inspector is responsible for the inspection of wastewater facilities, and commercial and industrial wastewater dischargers to determine compliance with established standards and regulations; This class is the journey-level inspector classification in the wastewater control inspection series.

DISTINGUISHING FEATURES

6115 Wastewater Control Inspector is distinguished from the higher level 6116 Supervising Wastewater Control Inspector by the latter's supervisory responsibilities.

SUPERVISION EXERCISED

May lead the work of subordinate staff.

EXAMPLES OF 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 commercial and industrial wastewater dischargers to determine compliance with local, state and federal pretreatment standards, and to establish billing conditions.
2. Investigates and responds to reports of illegal discharges of toxic substances into sewers; monitors remedial action where violations are found.
3. Determines locations from which wastewater field samples will be taken; plans and coordinates program of sampling conducted by subordinate technicians.
4. May lead subordinate staff involved in routine wastewater sampling and inspections to ensure proper and safe sampling and inspection techniques and operation of equipment.
5. Reviews and analyzes effluent test results of industrial waste dischargers.
6. Investigates and samples groundwater and contamination of soil.
7. Prepares reports, correspondence, memoranda and field maps relating to inspection activity on a regular basis.

KNOWLEDGE, SKILLS, AND ABILITIES

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; principles of hydraulics, hydrology, instrumentation and equipment used in wastewater treatment and measurement.

Ability and Skill 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; lead a group of subordinate staff; communicate effectively with representatives of industrial, commercial, and institutional accounts, various agencies and the public; safely operate a motor vehicle.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Wastewater Control Inspector
Job Code: 6115**

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:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

One (1) year of experience performing duties comparable to a sanitary engineer or water quality technician in a wastewater treatment facility, laboratory services, or in the fields of storm water and pollution prevention.

License and Certification:

Possession of a California Water Environment Association Environment Compliance Inspector Certification, Grade I or higher (must be obtained within one date of hire).

Possession of a valid California driver license.

Substitution:

Additional qualifying experience as described above may substitute for the required education on a year-for-year basis (up to the maximum of two (2) years). Thirty (30) semester units of forty-five (45) quarter units equals one (1) year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 6116 Supervising Wastewater Control Inspector

ORIGINATION DATE: 06/07/1993

AMENDED DATE: 09/12/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA