



CLASS SPECIFICATION

08/22/2019

ASSISTANT ENVIRONMENTAL COMPLIANCE INSPECTOR, 4288

Summary of Duties: An Assistant Environmental Compliance Inspector performs semi-skilled and skilled work to assist Environmental Compliance Inspectors or Senior Environmental Inspectors while receiving training in performing inspections and health hazard determinations on public property or in public right of ways; and does related duties.

Class Characteristics: Assistant Environmental Compliance Inspector is a temporary training class under Civil Service Rule 5.30 which provides on-the-job training in preparation for promotion into the classification of Environmental Compliance Inspector, Class Code 4292. Employment as an Assistant Environmental Compliance Inspector is limited to five years during which time the incumbent is expected to qualify for promotion.

An Assistant Environmental Compliance Inspector may be required to complete specialized courses at an accredited college, university, trade school, adult school or at a City operated training facility and obtain appropriate certificates and/or licenses prior to the completion of the temporary training period.

An Assistant Environmental Compliance Inspector could work in close proximity to biohazards, infectious agents, bodily fluids, household hazardous waste, solid waste, sewage, toxic gases, chemicals or other contaminants. Some positions may involve working in confined spaces or in and around traffic. Incumbents may be required to work nights, weekends, and holidays.

Examples of Duties: An Assistant Environmental Compliance Inspector assists and trains with an Environmental Compliance Inspector or Senior Environmental Compliance Inspector in the following:

- Performing health hazard determinations of materials and substances found on public property or in the public right-of ways;
- Identifying personal property that may be subject to impounding and assist with processing personal property that may or may not be contaminated;
- Performing various tasks including remediation efforts in or around homeless encampments located in public areas of the City of Los Angeles that include biohazards, spills and abandoned household hazardous waste;
- Inspecting and investigating industrial waste control pretreatment and treatment facilities as well as industrial and commercial establishments discharging industrial wastes into sewers, storm drains, channels, ditches and other watercourses;

- Inspecting, investigating and collecting data for preparing reports on operational procedures at sanitary landfill sites, wastewater treatment plants and transfer stations;
- Collecting samples and conducting laboratory and field tests of the composition of industrial waste discharged into City sewers, watercourses or other surface, underground or saline waters;
- Operating and maintaining City of Los Angeles safety, field, photographic or computer equipment and vehicles;
- Interacting with the general public which includes transients, residents, visitors, business operators and their representatives, other governmental regulatory agencies, City officials and other City agencies; and
- May occasionally be assigned to other duties to meet technological changes or emergencies.

Qualifications:**The ability to:**

- Understand and follow oral and written directions;
- Understand laws, ordinances, and regulations relating to Los Angeles Municipal Code 56.11;
- Interpret reports, maps, plans, and related documents;
- Maintain accurate records;
- Communicate effectively orally and in writing; and
- Deal tactfully and effectively with other City employees, representatives of businesses, and the general public.

Minimum Requirements:

1. Graduation from a high school or the equivalent as established by the G.E.D. test; and
2. Completion of 6 semester or 9 quarter units from an accredited college or university in Biology, Chemistry, Environmental Science, Engineering, or a related natural or physical science; or
3. 18 months of paid experience as a Maintenance Laborer with the City of Los Angeles, Bureau of Sanitation, performing duties within the Livability Services Division.

License: A valid California driver's license and a good driving record is required.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 70 pounds; body ability and equilibrium for climbing, back and leg coordination for stooping and kneeling; arm, hand and finger dexterity and strength for handling, grasping, and dragging; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.