

CHIEF ENVIRONMENTAL COMPLIANCE INSPECTOR
(Class Code 4289)
TASK LIST

A. Technical

1. Oversees all or part of the City industrial waste inspection program, stormwater program, solid resources programs, and street hygiene program by reading or reviewing reports of inspection activities forwarded by Senior Environmental Compliance Inspectors in order to be aware of matters such as status of complaints, difficult cases requiring personal action by the Chief Environmental Compliance Inspector, or whether the workload is growing faster than the staff available to deal with it.
2. Visits sites of industries and businesses and encampments which produce toxic or hazardous wastes which could have adverse impact on the City's lakes, rivers, oceans, streets, sidewalks, easements, solid waste facilities and publicly owned wastewater treatment facilities in order to ensure that standards are met.
3. Reads and evaluates laboratory reports of tests such as tests for presence of volatile organic compounds, acidity, or heavy metals, toxics, hazardous materials or bacteria in order to ensure that discharges and/or presence of a substance within the limits set by applicable laws, codes, and regulations.
4. Uses information from laboratory reports to determine probable causes of problems in order to formulate recommendations for correction of problems or prevention of future problems.
5. Authorizes monitoring of effluents, either on site or in City sewers or storm drains, to obtain evidence when there are indications that a particular business may be deliberately violating laws, codes, regulations, or permit conditions.
6. Develops evidence packages, using materials supplied by subordinates or other documentation and uses databases such as ESRI GIS/ Accela in order to retrieve and analyze records, inspection information, and other data, to prepare response to complaints or legal action, or in anticipation of it in order to ensure that complete and accurate information is available when needed.
7. Observes conditions when travelling through the City in order to note possible violations of environmental laws, codes, and regulations and to check on effectiveness of district inspection staff.
8. Coordinates removal of hazardous or toxic waste abandoned on city property by receiving reports from LAPD or other sources, notifies other agencies concerned

such as the County Department of Health services Hazardous Materials unit or the LAPD Hazardous Materials Unit, and calls the City hazardous waste hauler for removal.

9. Requires industry supervisors or other industry representatives to correct illegal conditions and recommends appropriate measures to take when conditions in violation of City, State, and federal laws, codes, or regulations are found.
10. Reads and evaluates results of tests at landfills, City storm drains, rivers, lakes, and oceans such as tests for gas emissions, migrating gas, water quality, and air quality and recommends action such as recovering an area or repairing gas collection systems in order to ensure that conditions are in compliance with applicable laws, codes, and regulations.
11. Keeps informed of new types of pollutants, changes in permissible residuals of various substances, changes or proposed changes in legislation, and new treatment techniques by reading journals, through attending meetings, conversations with representatives of other agencies or other knowledgeable individuals, and/or similar activities in order to be prepared for eventualities such as changes in types of equipment requiring attention, changes in types or acceptable concentrations of various chemicals, or to make recommendations about treatment of industrial wastes stormwater control measures or changes in regulations.
12. Provides information about legal requirements or procedures and may make suggestions or recommendations about matters such as methods of handling, storing, and disposal of hazardous or toxic materials, solid waste, pretreatment of effluents, stormwater control measures, odor control, or conditions for discharge into City sewers or storm drain system, in order to respond to complainants, representatives of users, or other interested parties.
13. Acts as liaison between the industrial waste program or stormwater program and the sanitary engineering staff of the Enforcement Division in order to provide and to obtain information and to plan schedules for work activities involving staff from both sections.

B. Enforcement

14. Uses documents and records, accesses databases in order to review and analyze records of various inspection types, delinquent payments, notices of violations, and special reports from Senior Environmental Compliance Inspectors to set or to modify priorities for activity of Senior Environmental Compliance Inspectors and Environmental Compliance Inspectors under the Chief Environmental Compliance Inspector's supervision in order to ensure that industrial waste disposal, solid waste, hazardous waste, or stormwater runoff disposal is in compliance with regulations.

15. Recommends changes in quality and/or quantity of permissible waste discharges stormwater runoff for permittees based on costs of administering the program, changes in laws, codes, and regulations, and factors relating to permittees such as changes in type or amount of residuals in waste, quality and quantity of stormwater runoff, extent or type of pretreatment, or ratios of water brought to liquid waste discharged in order to ensure that permittees are paying appropriate shares of the cost of operating City collection and treatment facilities.
16. Prepares sewer facility charge referrals to the Bureau of Engineering based on current and past inspection data in order to provide information on increased industrial use of city sewers and treatment facilities.
17. Uses databases to access records of notices of violation to identify businesses and/or industries with repeated violations, including filtering and analyzing data based on inspection results and complaints in order to make decisions and/or to approve recommendations from Senior Environmental Compliance Inspectors regarding necessary corrections or compliance schedules.
18. Arranges for assistance from other Department staff, other city Departments such as the Police Department or Fire Department, and, other government agencies in collecting evidence and identifying persons responsible for illegal disposal of industrial wastes, illicit discharge, or illicit connection, when there is sufficient circumstantial evidence to justify preparation for requesting a search warrant.
19. Develops best practices and strategies for city-wide enforcement and compliance of the municipal codes pertaining to storage of personal property, and illegal dumping of solid and hazardous waste, on the city streets, sidewalks, alleys, etc.
20. Oversees businesses and/or multi-family establishments who are non-compliant with solid waste state law and/or city ordinance, and utilizes databases such as ESRI/Accela to access, sort and analyze data in order to assist in compliance verification, including the issuance of notice of violations (NOVs), and citations in order to track enforcement and reporting.

C. Public Contact

21. Reads and interprets laws, codes, ordinances, and/or regulations such as rules governing disposal of hazardous and/or toxic wastes, stormwater regulations, solid waste and recycling programs, storage of personal property,, or landfill operations in order to provide correct information to field personnel, customers, and other interested parties.

22. Discusses matters such as. violations involving two or more jurisdictions, proposed changes in environmental regulations at all levels of government, ways of treating various types of pollutants with Department management, representatives of other agencies, and other interested parties.
23. Responds to or assigns responsibility for responding to requests or complaints from the public or other interested parties about solid waste, hazardous conditions and/or possible violations of City, state, or federal laws, codes, and regulations, either from individuals or from groups, so that they receive prompt replies and are accommodated whenever possible.
24. Attends meetings with staff of other Department Divisions or Bureaus, other City Departments, and other agencies in order to represent each relevant division.
25. Assists other Divisions by providing information about changes in laws, codes, and regulations and technology affecting treatment and/or inspection of industrial wastes, solid waste, hazardous waste, and stormwater runoff attending meetings, providing other information needed, and performing other functions as requested in order to coordinate the work of the divisions within the Department.
26. Makes direct presentations to the Board of Public Works, intergovernmental agencies, and/or others in order to gain support of proposed projects and/or to explain the need for and function of proposed projects.
27. Testifies in court or at hearing or makes depositions regarding conditions found in inspections when violations require legal action for enforcement or lawsuits requiring testimony about industrial wastes, solid waste, hazardous waste, encampment cleanups and stormwater runoff.
28. Reads and approves or updates general programs for inspection of various types of industrial facilities, the public right of way, and public or private properties in the city to make the most efficient use of time and personnel.

D. Administration and Planning

29. Assigns personnel to districts or sections based on previous and expected workloads in order to do the work of the section most effectively.
30. Discusses tasks with Senior Environmental Compliance Inspectors and with other subordinate staff in order to arrange work activities and to resolve problems.

31. Reads and approves or changes general programs for inspection of various types of industrial facilities, the public right of way, and public or private properties in the city to make the most efficient use of time and personnel.
32. Trains or assigns responsibility for training new Environmental Compliance Inspectors, in the areas of stormwater, industrial waste, solid waste, and/or hazardous waste.
33. Tracks and or reviews work assignments on databases such as Esri/Accela through written reports, and entries from subordinates in order to be informed about inspection activities under the Chief Environmental Compliance Inspector's supervision.
34. Writes and pulls reports of inspection activities on databases such as Esri/Accela using information from subordinates, which includes dates and types of inspections, violations found, corrections accomplished, notices of violation issued, and complaint status.
35. Writes narrative material such as notes, memos, letters, and reports of unusual or complex situations to Council offices, Department management, violators, City residents, and other interested parties in order to ensure that they receive complete and accurate information.
36. Prepares budget requests for personnel and/or equipment needed to meet changing conditions and demands of the industrial waste inspections program, hazardous waste, solid waste or stormwater program and/or to adapt to changes in City, State, and federal laws, codes, and regulations in order to maintain and to improve the quality of inspections and perform them at the required frequency.
37. Processes or assigns responsibility for processing material such as permit packages and inspection reports received from Senior Environmental Compliance Inspectors in other offices by reviewing them for completeness and accuracy and filing them and/or forwarding them to appropriate recipients in order to have information available when needed.
38. Develops and/or revises or assigns responsibility for development of forms, policies and procedures used in different types of inspections such as ,Industrial Waste, solid waste, hazardous waste, or stormwater runoff,, in order adapt to changes in City, State, and federal laws, codes, and regulations or in Department policies and procedures as needed.
39. Holds and/or attends meetings with Department management, other Divisions, subordinates, and other interested parties regarding need, optimum frequency, cost, time required, and urgency for industrial waste inspection, solid waste, hazardous waste, or stormwater programs in order to make recommendation such as expansion of special programs and budget request.

40. Holds and/or attends meetings with Department management, other Divisions, other city departments, subordinates, and other interested parties regarding enforcement of regulations relating to industrial waste disposal, solid waste, hazardous waste, the public right of way, or stormwater runoff in order to ensure understanding of and compliance with regulations.
41. Reads and comments on proposed changes in environmental laws, codes, or regulations in order to provide information about need and feasibility of enforcement based on experience within the city.

E. Supervision

42. Sets an example of behavior, positive attitude toward work and coworkers, and good job performance for subordinates and coworkers by actions such as treating everyone with consideration, being sensitive to individual differences, arriving on time, having work ready when promised, and not complaining about unpleasant jobs.
43. Monitors overall productivity and work quality of division staff by periodically reviewing information such as progress of work in relation to schedules, positive or negative comments from interested parties, and reasons for delays.
44. Commends good work or performance in order to improve morale and to provide examples for others by such means as praising good work, giving public recognition of outstanding performance, or issuing notices or commendation (Form 79).
45. Holds regular meetings with senior staff to provide, transmit, and/or exchange information, discuss work assignments, and/or provide direction and guidance.
46. Discusses problems with subordinates and reprimands or disciplines them when necessary, may receive grievances, and makes reports on these matters to the next level of supervision, when required, in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and memoranda of understanding.
47. Complies with the City Equal Employment Opportunity (EEO) plan in such matters as assigning work or helping employees prepare for promotion and sees that subordinates are informed about the EEO policies in order to help develop better acceptance and working relationships among various groups of employees.
48. Interviews prospective employees for positions as Senior Environmental Compliance Inspector and other positions supervised by a Chief Environmental

Compliance Inspectors in order to evaluate their qualifications, experience in the type of work desired, and other requirements for work.

49. Identifies training needs and requests or recommends special training for subordinates such as improving knowledge in supervision and other subjects which will improve the quality of their work.
50. Completes performance evaluations, keeps records on the work of subordinates and counsels employees as needed regarding performance factors such as quality and quantity of work, punctuality, attendance, and interpersonal relations in order to provide feedback to employees on how to improve work performance.
51. Receives grievances, meets with the grievant, and makes reports on these matters to the next level of supervision in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and memoranda of understanding.
52. Trains new subordinate supervisors in such duties as resolving complaints from the public or other agencies and distribution of workloads and/or assignments among subordinates.

F. General

53. Instructs or assigns responsibility for instruction subordinate staff in safety including OSHA regulations, work in traffic, work in confined spaces, and general safety procedures such as utilizing personal protective equipment (PPE), hard hats, and/or safety shoes in areas where they are needed and keeping work areas clean and clear.
54. Drives a vehicle in order to travel between job locations.