



**CITY OF  
ST. AUGUSTINE**

**PERSONNEL  
MANUAL**

3.	Job Descriptions
3.2	General Employees
3.2.239	Environmental Compliance Inspector

Job Position            Environmental Compliance Inspector  
Department            Public Works  
Division                Administration

Job Description

The Environmental Compliance Inspector performs a wide variety of technical and administrative responsibilities related to regulating and enforcing the Fats, Oil and Grease (FOG) Program, Cross Connection Control Program for the City’s Utility to comply with all applicable state and federal laws, and the City of St. Augustine Ordinance Chapter 26. Performs assessments of customer facilities for compliance, performs inspections, maintains customer record database, and collects and reviews samples as necessary in support of the program and performs tests as required. Tracks program status, prepares correspondence and performs education and outreach. Provides assistance to Environmental Compliance Analyst. Work is performed under the general direction of the Environmental Compliance Analyst with review and oversight by the Deputy Director, Public Works.

Job Responsibilities

Identifies new and existing users of the Utility that must comply with the City of St. Augustine Ordinance in regards to cross connection and other applicable City codes. Evaluates customer premises to determine degree of hazard or pre-treatment/traps, which may exist or be required depending upon use.

Inspects and samples user premises to ensure operations are in accordance with City and takes necessary follow-up action to ensure prompt correction of any violations of applicable codes noted during inspections. Enforces violations including, but not limited to, notice of violation, consent orders, compliance orders, fines and emergency suspensions.

Assists with reviewing building plans and specifications and writes permits for industrial and commercial dischargers. Specifies back flow device appropriate for the degree of hazard.

<b>ISSUE DATE</b> 12/29/2008 <b>REVISION DATE</b> 06/16/2017	<b>APPROVED BY</b>  John P. Regan, City Manager	<b>PAGE</b>  1	<b>PAGES</b>  3
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Job Responsibilities (continued)

Receives, investigates and responds to customer complaints and keeps Supervisor apprised of same.

Assists in overseeing laboratory and sampling programs by ensuring work performed by City staff and/or outside contractors complies with City standards and applicable regulations for quality control and assurance, documentation and chain-of-custody compliance.

Develops, maintains and analyzes Cross Connection and (FOG) program files, database and records; develops schedules and enters data into database to maintain and update all device and test records and to develop associated program administrative tools.

Prepares correspondence to customers, regulatory agencies, and City staff regarding compliance with regulations, public information notifications of inspections to be performed, device testing, scheduling reminders and all follow-up correspondence.

Participates in presentations and outreach, trains and educates community, City employees and permit holders on Clean Water Act and pretreatment regulations and cross connection control.

Assists with preparing clear and concise data summaries, environmental report forms and maintains related records as specified by Florida Department of Environmental Protection and Environmental Protection Agency.

Education, Training and Experience

Associates degree in Environmental Sciences, an "C" Wastewater license issued by the Florida Department of Environmental Protection, or an equivalent combination of education and experience, preferred. A minimum of two (2) years experience in both water and wastewater treatment, cross connection control, industrial pretreatment and/or compliance inspections. Excellent oral and written communications skills required. Excellent computer skills, must be proficient in Word, Excel and Access. Ability to read plans required. Ability to communicate effectively with City, State, and Federal representatives as well as customers and the public required.

Driver's License Requirement: Valid Florida Driver's License Classification: E.

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Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is active and requires standing, walking, bending, kneeling, and crouching throughout the day and frequent use of hands to operate computer including keyboard and mouse. The employee must routinely lift or move items up to 25 pounds and occasionally lift or move items up to 50 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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