The City of San Mateo Public Works Department is Looking for an

**Environmental Compliance Inspector**

**Why Join our Department?**

The Public Works Department is comprised of Regulatory Compliance, Engineering, Field Maintenance, Facilities/Fleet, Wastewater Treatment, and Asset Management Divisions. Each division is led by one of two Deputy Directors, who report to the Director of Public Works. The department is responsible for the City’s major capital projects and infrastructure including streets, street lights, traffic signals, publicly owned facilities, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon, dams and levees; as well as solid waste and all environmental programs. The City of San Mateo wastewater treatment facility and collection system are undergoing major renovation projects over the next five years valued over $100 million dollars through the Clean Water Program. The Environmental Compliance Division is responsible for regulatory compliance related to Stormwater, Air Permitting, Hazardous Waste, Solid Waste, Federal Pretreatment, Aquatic Pesticides, and other environmental programs.

The Public Works Department is committed to high performance standards, utilizing best practices relative to performance management and team-oriented approaches. Our mission is to enhance the community and its environment by providing sustainable stewardship and innovative approaches to Public Works services.

Look to some of the reasons why the City of San Mateo is a great place to work: [https://youtu.be/XNAF7GZUNl8](https://youtu.be/XNAF7GZUNl8)

**What You’ll Do**

The Environmental Compliance Inspector performs inspections and sampling of industrial, commercial, and residential sources of discharge to the City’s sanitary sewer and storm drain systems to ensure compliance with federal, state, and local regulations; inspects hazardous materials storage areas; responds to reports of illicit discharges; performs water quality testing; and conducts public outreach activities. This position reports to the Regulatory Compliance Manager or higher-level department personnel.

For a complete list of duties, reference our job specifications at [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

**Who You Are**

- You demonstrate a commitment to public service, anticipate the needs of both internal and external customers, deliver high-quality results, are committed to continuous improvement, and work well both within a team atmosphere and individually.
- You demonstrate competency in collaboration, interpersonal effectiveness and decision making. You are a strategic thinker, and customer service oriented.
- You possess knowledge of federal, state, and local laws and regulations as they pertain to commercial, industrial, and residential wastewater and stormwater dischargers, including monitoring, inspection, enforcement, and reporting requirements.
- You possess skills and knowledge of hazardous materials storage and management; flow measurement and sampling methods; basic chemistry and laboratory analysis techniques; wastewater collection systems, treatment plant processes, and best management practices for stormwater and wastewater compliance
- You demonstrate a commitment to public service, anticipate the needs of both internal and external customers, deliver high-quality results, and are committed to continuous improvement.
- You demonstrate the adaptability and ability to manage a variety of projects and tasks; and to adjust priorities based on changing circumstances.
- You have the ability to safely perform required field work, including working in inclement weather, lifting equipment which may weigh up to 50 pounds, effective use of proper tools to access pretreatment equipment and monitoring locations for inspection and sampling.
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What You Bring
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

• You possess one (1) year of work experience as an Environmental Compliance Inspector or equivalent environmental inspection experience or two (2) years of experience as a sample technician or laboratory analyst in an environmental field; and education equivalent to two (2) years of college with major course work in chemistry, mathematics, biology or related fields.
• Additional qualifying experience MAY be substituted for the required education on the basis that one (1) additional year of experience as an Environmental Compliance Inspector equals two (2) years of required education.
• Possession of or ability to obtain, an appropriate, valid California Driver’s License.
• Must obtain a California Water Environment Association (CWEA) Grade I Environmental Compliance Inspector Certificate within twelve (12) months from the date of hire.

Bonus Points (highly desirable)
• Bachelor of Science degree in a related field
• Possession of Grade I Environmental Compliance Inspector Certificate
• Specific training in interpersonal skills, emotional intelligence
• Knowledge or experience with stormwater compliance programs

ADA Special Requirement:
Essential duties require the following physical abilities and work environment:  the mental and/or physical ability to drive vehicles; read fine print and computer monitors; detect subtle shades of color and changes in odor; communicate using a telephone, in person, and to groups and be clearly understood; stoop, bend, stretch, reach, sit, stand, walk, kneel, crouch, squat, twist, and climb; safely lift and maneuver equipment and supplies weighing up to 50 pounds; stamina to stand for long periods of time; and use a computer keyboard and calculator.

What We Offer
• Comprehensive benefits package including generous paid leave and health benefits
• CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 7.84% to CalPERS and New members contribute 6.75% to CalPERS with participation in the Social Security Program
• Retirement Health Savings Account: City contribution of 1% of base salary
• Deferred Compensation: City will match up to 0.5% of base salary
• Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
• Bilingual Diff: $195 monthly (if applicable)
• Employee housing loan up to $7,500 for home purchase or rental move-in assistance in the City of San Mateo.
• This classification is represented by the San Mateo Employees Association

Are You Ready? Apply.
Submit an online application, résumé, (highly recommended) and supplemental questionnaire, by clicking on this link: https://www.calopps.org/city-of-san-mateo or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline
Recruitment will close by Sunday, August 9, 2020 @ 5:00 p.m. or upon receipt of the first 100 applications, résumés, (highly recommended) and supplemental questionnaires, whichever occurs first.

Examination Process
All applications, résumés (highly recommended) and supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application.

An employment list will be established from those applicants that meet the minimum qualifications for this position. Current and future vacancies may be filled from this list. The list will remain in effect for 6 months, unless exhausted sooner. This list may also be extended for an additional 6 months.

The Public Works Department will contact applicants from the employment list for a departmental interview.

Date Posted – July 2, 2020
Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org

Fine Print
Prior to hire, candidates will be required to successfully complete a pre-employment process, including a pre-employment physical, driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment. Candidates with a disability who may require special assistance in any phase of the application or testing process should contact Lourdes Coles, Sr. Human Resources Analyst, at lcoles@cityofsanmateo.org or (650) 522-7264. Do not upload any documents related to your request for accommodation in CalOpps. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. The City of San Mateo is an Equal Opportunity Employer (EOE).
CITY OF SAN MATEO

Environmental Compliance Inspector

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Describe your directly applicable or equivalent experience of inspecting industrial and commercial businesses for compliance with federal, state and local regulations related to wastewater discharge, pollution prevention, or stormwater requirements.

2. Describe how you have achieved working-level customer service skills – the ability to build and maintain customer relations and satisfaction, as well as when and where you gained this competency.

3. Describe an occasion when you disagreed with you supervisor. What was the disagreement and what steps did you take to resolve the situation? Looking back, would there be anything you would do differently?