

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**Industrial Waste Inspector II**  
**April 2019**

**DEFINITION**

Under general supervision, monitors and inspects permitted facilities to ensure compliance with City, State, and Federal regulations; assists with the creation and distribution of environmental outreach materials; and assists in environmental programs.

**DISTINGUISHING CHARACTERISTICS**

Industrial Waste Inspector II is a specialized classification with responsibility for monitoring and inspecting permitted facilities to ensure compliance with City, State, and Federal regulations. Incumbent is responsible for performing outreach functions and assisting with environmental programs.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from higher-level Public Works Department staff.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Monitors and inspects permitted facilities to ensure compliance with City, State, and Federal regulations;
- Conducts technical inspections in accordance with Federal, State, and local requirements; performs accurate recordkeeping of findings and recommendations;
- Explains and interprets City ordinances, guidelines, codes, Federal laws and regulations, and other guidelines to community members and the general public;
- Reviews reports and takes appropriate follow-up actions such as conducting additional inspections or issuing violations;
- Assists with the writing and coordinating of design materials to promote environmental outreach and programs;
- Plans and conducts community events, workshops, and presentations; partners with other agencies and outside groups;
- Performs administrative duties by preparing written reports and entering inspections and notes into the appropriate databases;
- Attends meetings and events to promote department programs and its efforts, to network, and to represent the City; and
- Performs related duties as assigned.

**JOB-RELATED QUALIFICATIONS:**

**Knowledge of:** Federal, State, City, and other local regulations; principles and practices of effective technical inspections, judgment, and decision-making based on observations; methods of planning and implementing an effective public outreach program; methods and techniques used in planning and marketing events, programs, and services; styles and techniques in writing talking points, brochures, and overall marketing content; and effective written and verbal communication skills.

**Ability to:** Determine compliance or non-compliance and appropriate course of action; gather

necessary information during inspections to develop accurate reports; develop brochures and pamphlets; provide prompt, effective, and responsive customer service; exercise appropriate judgment in answering questions; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the performance of duties; and work effectively under deadlines.

### **EDUCATION AND TRAINING GUIDELINES:**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** Graduation from an accredited four-year college or university with a degree in environmental science, public health administration, or related field.

**Experience:** Two (2) years of responsible environmental management experience, or in a related field. Municipal experience highly desirable.

**Licenses:** Possession of a valid California Class C driver's license.

### **SPECIAL REQUIREMENTS**

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in person and be clearly understood.