



## **Environmental Compliance Technician**

### **Definition**

Under general supervision, this position is responsible for administering and managing the City's stormwater Industrial/Commercial Discharger (IND) and Illicit Discharge Detection and Elimination (IDDE) inspection/enforcement programs including solid waste and recycling program compliance; performs inspection, enforcement, and educational functions pertaining to compliance with the California State Municipal Regional Permit (MRP), Cupertino Municipal Code, ordinances, and city policies in areas of stormwater, integrated solid waste, household hazardous waste and related environmental projects as assigned. Provides responsible, specialized and complex professional staff assistance to the Environmental Programs Specialist.

### **Class Characteristics**

This position is responsible for planning, organizing and implementing assigned City environmental programs and projects through the facilitation of various activities with other departments, divisions, outside agencies, private business and property owners and the general public. This class works with a high degree of customer service and solution orientation and performs field inspections and enforcement in the commercial and residential communities for stormwater and integrated solid waste related programs.

### **Supervision Received and Exercised**

Receives general supervision from the Environmental Programs Specialist or management personnel. Exercises no direct supervision of staff.

### **Typical Job Functions**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Work closely with homeowners, property owners, tenants, businesses, and community groups to enhance and preserve environmental quality and standards through public relations, community building, education, and enforcement activities.

Receive and document complaints regarding potential violations, conduct field surveys, document inspections, actions, and administrative remedies.

Investigate complaints and prepare notices, letters, and administrative citations to property owners and occupants in both commercial and residential settings to gain compliance with codes and miscellaneous requirements.

Effectively interpret ordinances, policies and procedures, and enforcement concepts.

Prepare complex written reports and operate and maintain a software database for case management and statistical reporting.

Coordinate and manage enforcement actions with other departments and jurisdictions.

Prepare case information and present evidence at appeal hearings and other legal proceedings.

Conduct scheduled annual inspections at businesses in accordance with provisions of the MRP.

Respond to and implement complete mitigation of spill and/or illicit discharge incidents creating potential or actual stormwater system discharges.

Conduct outreach and enforcement of water conservation laws and policies.

Conduct outreach, education, and clean-up events in support of division goals and objectives.

### **Qualifications**

#### **Knowledge of:**

City environmental programs related to stormwater pollution prevention, solid waste and recycling.

Federal, state and local laws pertaining to assigned programs.

Administrative analysis, statistical and research methods.

Principles and practices of business and public management.

The organization and function of municipal government.

Current trends and developments in stormwater and integrated solid waste management programs.

Effective public and community relations techniques.

Office methods, procedures, software, and equipment.

Database and records management practices and procedures.

English grammar, spelling, and punctuation.

#### **Ability to:**

Plan, organize and implement program activities.

Interpret and apply existing federal, state and local laws and regulations.

Work effectively with the public, contractors and other agency staff.

Review and interpret development plans.

Speak and write clearly and concisely.

Prepare reports and budgets.

Gather and analyze data for the purpose of preparing accurate and concise written and statistical reports.

Maintain computerized and manual data systems.

Make effective public presentations.

Process information and data in a relevant manner to reach reasonable conclusions and make practical decisions.

Apply analytical skills and understand impact and consequences of decisions and actions.

Operate a computer and/or mobile device and utilize word processing, business software, and mapping applications.

Communicate effectively both verbally and in writing.

Work independently and as a team member.

Follow written and verbal instructions.

Set priorities and meet deadlines by effectively handling multiple priorities and organizing workload under deadline pressure.

Observe safety principles and operate a vehicle and equipment in a safe manner.

### **Education and Experience**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of two (2) years of college or possession of an Associate's degree with major coursework in environmental studies, public administration, business administration, or a related field and three (3) years of increasingly responsible office and/or field experience that involves extensive public contact or experience in integrated waste and recycling programs or other environmental compliance programs. Experience as a stormwater pollution prevention inspector in the San Francisco Bay region working under the requirements of the California Regional Water Quality Control Board's San Francisco Bay Municipal Regional Stormwater NPDES Permit is highly desirable.

### **Licenses and Certifications**

Possession of an appropriate, valid California driver's license.

Advanced certification from the California Association of Code Enforcement Officers (CACEO) and/or PC 832 certification is highly desirable.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily an outdoor field inspector classification although finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, bend and pull materials and objects up to 50 pounds.

### **Environmental Elements**

Employees work in an office environment with moderate noise level, and controlled temperature conditions. Field work may include inspecting creeks and other natural environments that may or may not have water flow, carry trash; conducting waste characterizations of collected trash and recyclables, inspection of waste bins and trash enclosures, operating hand trash collection devices, conducting spill clean-ups, and limited direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Working Conditions**

May be required to be on-call and to work various shifts on emergencies on evenings, weekends, and holidays.

May perform duties for periods longer than the designated work shift including evenings, nights and weekends as needed for field incidents and special events. May be required to attend meetings or trainings outside the city limits.

FLSA: Non-exempt  
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