

# Gap Analysis Tool

## Environmental Compliance Inspector Grade 1

In the rows below, select "Do It All The Time", "Limited Experience" or "Never Do This" based on your current knowledge and experience. Based on your responses, you can assess your overall preparedness for each Domain.

	Do It All The Time	Limited Experience	Never Do This
101. Use, as directed, appropriate sampling locations, equipment and procedures; collect representative samples in accordance with the District's quality assurance program of wastewater and water from industrial, commercial, residential, and institutional sources, various clarifiers or sumps, storm sewers, grease traps/interceptors and sample receiving waters affected by contaminants.			
102. Complete appropriate documentation, including inspection reports and chain of custody documentation.			
103. Perform field and laboratory tests and/or coordinates laboratory testing with appropriate lab personnel.			
104. Inspect industrial and commercial pretreatment facilities for compliance with local wastewater discharge ordinances and permits, federal regulations and state regulations.			
105. Inspect industrial and commercial businesses for compliance with federal, state and local regulations related to pollution prevention and stormwater requirements.			
106. Inspect pretreatment devices such as grease traps, interceptors, clarifiers, and silver recovery units (SRUs) for proper operation and maintenance.			
107. Clean, inspect, and maintain sampling equipment, meters and related test apparatus.			
108. Use sampling equipment, meters, related test apparatus, and other tools as instructed.			
109. Assist in call-outs and investigate and trace the sources of illegal or nuisance waste discharges entering the control authority's stormwater or wastewater collection systems.			
110. Support customer service activities by responding to inquiries and/or referring them to the appropriate level; interacting cooperatively with internal and external customers; and, providing feedback to appropriate staff.			
111. Observe proper safety procedures, rules, regulations, and practices, including use of personal protective equipment (PPE).			
112. Record data and observations relating to commercial, industrial, and residential inspections.			
113. Maintain equipment, materials, and worksites in an orderly and safe fashion, in accordance with policies and procedures.			
114. Keep current on pertinent information and developments in environmental compliance functional areas.			
115. Assist in maintaining program compliance with federal, state and local requirements through the issuing of permits and by guiding noncompliant users back to compliance.			
116. Observe and record field conditions such as effluent, flow meter readings, pH, ORP, selective ion, atmospheric gas monitoring levels, and other field test results during a visit to the industrial and/or commercial user.			



# Gap Analysis Tool

## Environmental Compliance Inspector Grade 2

In the rows below, select "Do It All The Time", "Limited Experience" or "Never Do This" based on your current knowledge and experience. Based on your responses, you can assess your overall preparedness for each Domain.

	Do It All The Time	Limited Experience	Never Do This
200. Possesses knowledge, skills and abilities identified on the Test Content Specifications for Environmental Compliance Inspector Grade I.			
201. Review and evaluate non-complex permit applications, self-monitoring reports, facility modifications and pretreatment systems.			
202. Generates permits following established practices, policies, procedures internal guidelines and models.			
203. Perform calculations related to industrial discharge permitting, including calculation of production-based and alternative limits.			
204. Thoroughly inspect pretreatment systems, facilities, and processes of industrial, commercial, residential, and institutional establishments for compliance with Federal, State, and local laws, rules regulations and codes that regulate wastewater pretreatment, pollution prevention and stormwater management.			
205. Determine sampling locations and methods when necessary to reflect changed conditions.			
206. Collect representative samples of water and wastewater from industrial, commercial, residential, institutional sources, and storm sewers.			
207. Use appropriate collection devices, containers and preservation techniques per Standard Methods.			
208. Perform basic field tests and/or coordinate with appropriate lab personnel on samples collected.			
209. Observe and record field conditions, meter readings, field test results, and other data relevant to sampling conditions and complete documentation.			
210. Respond to call-outs and investigate and trace the sources of illegal or nuisance waste discharges entering the control authority's stormwater or wastewater collection systems.			
211. Undertake appropriate response and enforcement action after identifying noncompliance with local limits or other industrial waste discharge permit requirements; participate in enforcement hearings and monitor follow-up action.			
212. Provide technical and other assistance to collections and operations personnel.			
213. Implement safety regulations and identify, correct and/or report unsafe conditions.			
214. Explain environmental compliance regulations, requirements, and policies to business owners/operators, other government agencies, and the public.			
215. Communicate professionally with customers and the public to report technical and/or specialized information clearly and concisely, and provide feedback, observations, education, and analysis related to stormwater and wastewater.			
216. Prepare written notices of requirements and violations of regulations.			



## Environmental Compliance Inspector Grade 3

In the rows below, select "Do It All The Time", "Limited Experience" or "Never Do This" based on your current knowledge and experience. Based on your responses, you can assess your overall preparedness for each Domain.

	Do It All The Time	Limited Experience	Never Do This
300. Possesses knowledge, skills and abilities identified on the Test Content Specifications for Environmental Compliance Inspector Grades I and II.			
301. Assist with the review and evaluation of highly complex permit applications, discharge reports, facility modifications and pretreatment systems.			
302. Issue permits following established practices, policies, procedures, internal guidelines and models. Establish models and procedures when appropriate.			
303. Assess the possible effects of a proposed discharge on the treatment plant and collection system, and initiate appropriate follow-up activities.			
304. Inspect a variety of pretreatment systems, facilities and processes of industrial, commercial, residential, and institutional establishments for compliance with federal, state, and local regulations related to pretreatment, pollution prevention and stormwater. Report findings to the appropriate authority.			
305. Verify user classification, research compliance history of facility, and collect data used to evaluate compliance with applicable standards and to establish sewer service charges.			
306. Assist with the development of appropriate inspection procedures, and sampling locations and methodology, for a broad variety of industrial users.			
307. Organize, plan, supervise, and review the activities, work and performance of supervised employees; use software programs to track and report performance.			
308. Assist management with employee development and training programs and division performance standards.			
309. Provide initial employee counseling and refer employee relations matters to the appropriate authority.			
310. Provide instruction and training to staff in the techniques of sampling and inspection, the application of laws, codes, ordinances and procedures governing implementation and enforcement of pretreatment regulations and other activities.			
311. Collaborate with POTW and collection systems personnel to resolve issues related to industrial discharge, sanitary sewer overflows (SSOs) and Waste Discharge Requirements (WDRs).			
312. Provide internal and inter-agency coordination based on information from the field, and analyze and make recommendations on additional actions; share technical and/or specialized information with staff.			
313. Supervise both scheduled and immediate investigations to trace sources of illegal waste discharges entering the collection system and enforcement activities related to illicit stormwater discharges.			

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314. Respond to and coordinate call-outs; initiate and develop appropriate responses and enforcement activities.			
315. Represent the program and/or agency in meetings of regional task forces, committees, work groups, outside agencies and the public.			
316. Assist in the administration of a division's safety program; perform job hazard assessments and develop appropriate standard operating procedures (SOPs); perform field inspections for compliance with SOPs.			
317. Explain wastewater discharge permit conditions, and other environmental compliance regulations, requirements, and policies to industrial users, the general public and government agencies.			
318. Initiate and respond to oral and written communications to and from system users; provide detailed information on a variety of complex topics in a clear, concise manner using the appropriate approach and response for the situation.			
319. Work with industries to identify and resolve discharge problems or serious violations of applicable permits, ordinances, and regulations.			
320. Initiate appropriate enforcements after identifying noncompliance with federal, state, and local requirements; prepare and issue written notices of requirements and violations of agency regulations; facilitate and participate in enforcement hearings and monitor follow-up action.			
321. Keep current on pertinent information and developments in environmental compliance.			
322. Work with the manager to ensure approved pretreatment, pollution prevention and stormwater programs are consistent with current federal, state and local requirements, and to adapt to potential changes.			
323. Design, implement, and document SOPs that ensure sample collection with uncontaminated equipment, correct sampling methods and correct preservation/holding methods.			
324. Evaluate complex compliance monitoring reports, such as toxic organic management plans (TOMPs), stormwater pollution prevention plans (SWPPPs), spill prevention control and countermeasure plans, slug discharge control plans, baseline and self monitoring reports, 90-day reports, periodic reports of continued compliance, and monitoring reports for compliance with federal, state, and local requirements.			
325. Supervise sampling and inspection of commercial and industrial facilities to determine processes and activities generating wastewater/stormwater.			
326. Evaluate data used in determining compliance with applicable standards and in establishing sewer service charges and capacity fees. Perform calculations required to complete the annual sewer-service charge, revenue, and compliance programs.			
327. Supervise recordkeeping activities and participate in the preparation of a variety of periodic and special reports, including monthly operation reports.			
328. Advise management of significant data or information related to the work of the division.			
329. Perform calculations related to industrial discharge permitting, including calculation of production-based and alternative discharge limits, capacity fees and assessment of stormwater fees.			
330. Assist in development of program budgets and fiscal reports.			
Total Per Category			



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## Environmental Compliance Inspector Grade 4

In the rows below, select "Do It All The Time", "Limited Experience" or "Never Do This" based on your current knowledge and experience. Based on your responses, you can assess your overall preparedness for each Domain.

	Do It All The Time	Limited Experience	Never Do This
400. Possesses knowledge, skills and abilities identified on the Test Content Specifications for Environmental Compliance Inspector Grades I, II and III.			
401. Plan, organize, direct, and review the work of environmental compliance inspectors, division supervisors, technical, and office support staff.			
402. Provide technical services to users with non-domestic waste and groundwater discharges.			
403. Review and approve waste discharge plans and permits.			
404. Meet with users to inform them of any changes in Ordinance, State and Federal laws, and ensure compliance with waste discharge ordinances and state and federal requirements; manage enforcement activities.			
405. Execute, and prepare reports on, special studies requiring technical expertise and project management skills, such as local limits development, industry-specific industrial waste overviews, and potential impacts of new discharges.			
406. Manage special internal programs such as responses to program inspections and audits, inspection and monitoring program reviews, regulations reviews, and development of Best Management Practices (BMPs) and public outreach projects.			
407. Establish organizational controls to measure performance against approved objectives. Initiate improvements in work methods and procedures.			
408. Establish and ensure proper implementation of divisional goals and objectives			
409. Establish program methods to monitor and control industrial and commercial wastewater sources entering the collection system.			
410. Review the work of consultants and administer various professional contracts.			
411. Disseminate management policies and division activities to staff and ensure compliance with management and administrative policies and procedures.			
412. Plan, develop, and participate in a variety of ongoing division-specific training programs and ensure that employees receive all other agency mandatory training.			
413. Direct and participate in the selection, review, and evaluation of division staff.			
414. Encourage professional growth, and investigate employee relations issues, implementing corrective actions or referrals as appropriate.			
415. Coordinate activities with other divisions and agencies and with outside organizations.			
416. Represent the program in meetings with governmental and regulatory agencies, technical committees and public and private organizations.			
417. Provide information, data and technical advice to staff, outside agencies and the public. Present data and other information related to the work of the division.			



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418. Administer the division's safety program.			
419. Coordinate field inspections for safety conformance and direct investigations of incidents.			
420. Manage the overall implementation of new regulated/mandated programs to protect or improve stormwater and wastewater quality. Monitor technical and regulatory developments in the field of environmental compliance.			
421. Monitor economic, environmental, sociopolitical, and technological developments that impact programs and services.			
422. Direct recordkeeping activities and preparation of a variety of periodic and special reports.			
423. Develop and administer the annual budget and routinely monitor expenditures and fiscal performance.			
424. Understand the regulatory requirements and participate in the administration of the Stormwater pollution prevention management.			
425. Participate in the plan check of new construction projects to ensure regulatory compliance with Municipal Separate Storm Sewer Systems (MS4) and pretreatment requirements.			
Total Per Category			
You may want to focus your studying in the areas where you selected "Limited Experience" or "Never Do This". See Environmental Compliance Inspector Candidate Handbook.			