

*JOB ANNOUNCEMENT*

**Environmental Inspector I/II - PBCE**

Planning, Building and Code Enforcement Department

Requisition ID: 1800726

**About the Department**

The Planning, Building and Code Enforcement Department's mission is to facilitate the preservation and building of a safe, attractive, vibrant and sustainable San José through partnership with and exceptional service to our diverse communities and customers.

The department is committed to high-quality service, partnering with the community, and providing an excellent environment in which to work. We strive to constantly demonstrate the City values of Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration, and seek employees who do the same.

**Position and Duties**

The Department of Planning, Building and Code Enforcement, Code Enforcement Division, is hiring an Environmental Inspector I/II in its Local Enforcement Agency (LEA) Program. This environmental professional is one of four members of San José's CalRecycle, State Certified Local Enforcement Agency. This position will be responsible for facility inspections of Solid Waste Permitted facilities to assure compliance with State Public Resource Codes and California Code of Regulations Titles 14 & 27, complaint investigations, enforcement activities, random gas monitoring at closed landfills, and review and approval of Solid Waste Facility Permits and technical documents.

The incumbent will be expected to maintain positive and open communication with facility operators, other City, County, State Agencies and to attend required training(s).

Typical duties for this position include but are not limited to:

- Inspects open landfill, materials recovery facilities, closed landfill sites, composting operations, construction & demolition debris recycling facilities for compliance with Federal, State and Local Regulations.

- Intake, review, determine if technical documents/applications are complete and correct per State Regulations.

- Consult with LEA supervisor and CalRecycle to determine appropriate enforcement actions to take against facility owner/operator per investigations.

- Prepare and present enforcement case violations to the City of San José and LEA hearing officer for further actions.

- Provide education on program policies and regulations at community meetings (SWEP, CEQA, etc.), technical conferences, Division Code Enforcement Academy, etc. as needed/requested by management.
- Participate in developing and implementing policies, procedures and technical protocol specific to the LEA program.
- May be responsible for the application, completion and/or monitoring of the annual EA grant to CalRecycle.
- Must learn and become proficient in the CalRecycle Solid Waste Information System (SWIS) processes/procedures and Decade Envision Connect procedures.
- Respond to and investigate odor complaints relating to compost facilities within the designated areas immediately or within the same day the complaint was received.
- May be assigned to responsibilities associated with annual updates to the Environmental Enforcement Plan (EPP). Provide ongoing monitoring to ensure all approved changes are updated immediately, formatted per CalRecycle recommendations and sent to CalRecycle for EPP update.
- Required to participate in the Annual Medical Monitoring Program to assure proper health and fitness are monitored and maintained to do the job.
- Maintain daily activity log, daily record keeping updates of pertinent facility documents to maintain a complete facility history.
- Work with LEA supervisor and CalRecycle to enforce regulations/conditions specific to SWFP and associated technical documents.
- Draft and issue solid waste facility permits for new sites and revise permits at existing facilities when there are changes as well as perform five years of all permitted facilities.
- Prepares enforcement cases for the City and district attorneys, including preparing analytical data reports and interpreting analyzing, data laws, rules and regulations.
- Responds to emergency spills, overseas cleanup, ensures clean up compliance.

**A Registered Environmental Health Specialist (REHS) is highly desirable.**

\*Work Condition

Incumbents may be required to participate in an annual physical

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

### **Minimum Qualifications**

1. Education: Bachelor's Degree from an accredited college or university in Environmental Science, Engineering, Biology, Chemistry, or a closely related field

2. Experience:

Environmental Inspector I: None

Environmental Inspector II: Two (2) years of increasingly responsible experience in environmental inspection and/or environmental consulting experience in assessing industrial, commercial, residential, and/or institutional facilities for compliance with Federal, State, or local codes OR equivalent experience in laboratory work, hazardous materials, or process control.

3. Licenses or Certificates: Possession of a valid State of California driver's license

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

### **Competencies**

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations; demonstrates knowledge of and experience with applicable professional/technical Local Enforcement Agency principles and practices for Citywide and departmental procedures/policies, and federal and state; database management systems experience to perform day-to-day work functions such as types of reports; **a Registered Environmental Health Specialist (REHS) is highly desirable.**

- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.

- Reliability – Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate

- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

- Conflict Management - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions

that show command of content and perspectives and interests of the audience.

- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Team Work & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

### **Selection Process**

The selection process will consist of an evaluation of the applicant's training and experience based on the application and responses to the Job Specific Questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

You will be prompted to answer the following job-specific questions during the online application process. Please note that there is a 4,000-character limit, including spaces, for each text response.

1. Please describe your experience in inspecting industrial, commercial, residential, and institutional facilities for compliance with government codes or equal experience in laboratory work, hazardous materials, process control, or environmental inspection; include the number of years of experience performing this type of work.
2. Please describe your experience working in a Local Enforcement Agency (LEA) including the number of years and agency(s) you worked for.
3. Indicating the types of systems or applications used and the types of reports developed, please describe your experience using data management systems, computer applications, or other technology used to perform day-to-day work functions.
4. Please describe your experience in handling conflicts or other difficult interactions with customers, contacts, clients, or team members. Provide an example of a conflict or interaction and describe how you addressed the situation.
5. Are you registered as an Environmental Health Specialist in California (REHS)? Please provide your REHS registration number.

You **must** answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration.

If you have questions about the duties of these positions, the selection or hiring processes, please contact Amy Ruiz at [amy.ruiz@sanjoseca.gov](mailto:amy.ruiz@sanjoseca.gov).

### **Salary Information**

Environmental Inspector I - \$71,136.00 - \$86,403.20

Environmental Inspector II - \$78,457.60 - \$95,368.00

### **Additional Information**

-Link to Benefits information <http://www.sanjoseca.gov/index.aspx?NID=707>

-Link to Department website <http://www.sanjoseca.gov/index.aspx?NID=205>

To apply, please complete an application via the City of San Jose's website at [www.sanjoseca.gov/citycareers](http://www.sanjoseca.gov/citycareers). **The application deadline is on May 21, 2018 at 11:59 PM.** Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email [CityCareers@sanjoseca.gov](mailto:CityCareers@sanjoseca.gov) and we will research the status of your application. Please contact Human Resources at (408) 535-1285, or [Human.Resources@sanjoseca.gov](mailto:Human.Resources@sanjoseca.gov) if you have any questions.

### **To Learn More and Apply**

To view the full announcement for this exciting opportunity with the City of San José and apply, please visit the City of San Jose's employment page at [www.sanjoseca.gov/citycareers](http://www.sanjoseca.gov/citycareers) and select Open-Competitive Recruitments.