



City of Kansas City, Missouri Job Class Specification

Job Title:	SENIOR ENVIRONMENTAL INSPECTOR	Department:	MULTI
Job Code:	4016	Status:	NONEXEMPT
		Grade:	NE-4

Summary

This is varied technical and supervisory work in an environmental health, engineering or utilities maintenance program.

Work involves the performance of a variety of duties, independently or as a supervisor of a crew, requiring the application of various skills, methods and procedures and/or the use of special sampling and measuring equipment, instruments and tools in the investigations, evaluation and correction of program deficiencies or failures. Work involves frequent contact with property owners, residents and the general public and employee is expected to exercise independent judgment and discretion in the recording, answering, and resolving of complaints. Supervision is exercised over a moderate sized crew of subordinates. Work, in some instances, may be hazardous and/or disagreeable. Work is assigned by a technical supervisor who provides work instructions and assistance on unusual or complex problems and is reviewed for adherence to established technical standards and for results obtained.

Duties and Responsibilities

- Supervises the inspections of sewer systems, manholes, storm drains and appurtenances for adherence to construction, maintenance or operational standards; reports findings and prepares work orders for needed repairs.
- Meets and confers with municipal employees, business and private utility representatives and the general public to receive and convey program information and to interpret policies and regulations.
- Coordinates program activities with other departments as required.
- Supervises the inspections of waste disposal facilities to determine their compliance with the requirements on waste discharge permits, and prepares reports as to compliance or conditions needing improvement or alteration.
- Conducts special water supply or waste water treatment facility sampling surveys; makes reports on findings to supervisor.
- Supervises and makes site inspections to determine if facilities are in compliance with applicable regulations; reports deficiencies to supervisor and follows up to see that necessary instructions and regulations to attain compliance are provided to the operators.
- Supervises the installation of and regularly checks fixed and/or mobile station air monitoring and sampling equipment used in air quality monitoring and surveillance program.
- Compiles and analyzes air quality data and prepares reports regarding air quality sampling surveys for submission to technical superior.
- Supervises the inspection of food and dairy establishments, advises owners and/or operators as to deficiencies; re-inspects as necessary.

Duties and Responsibilities (continued)	<ul style="list-style-type: none"> ▪ Supervises the performance of assigned tasks in laboratory microscopic analyses of biological samples. ▪ Oversees and participates in the receiving of waste from the general public and conditionally exempt small quantity generators; segregates chemicals by hazard class; packs compatible materials in appropriate containers and prepares for transportation; completes necessary reports. ▪ Performs related duties as required.
Technical Skills	<p>Considerable knowledge of: Applicable technical field. Applicable rules and regulations. Methods, materials, equipment, practices and techniques involved in technical inspections. Methods, materials, equipment and practices used in the construction, maintenance, cleaning and repair of sewer systems and appurtenances. Basic applicable mathematics.</p> <p>Ability to: Read, interpret and use technical information presented in a variety of formats. Prepare accurate and usable reports, sketches and work orders. Make thorough inspections as directed. Operate the specialized equipment required for a particular kind of inspection. Communicate effectively, both orally and in writing. Establish and maintain effective working relationships with subordinates, superiors, contractors, property owners and the general public.</p> <p>Skill in: The operation and care of assigned equipment.</p>
Education and Experience	<p>High school graduation and five (5) years experience in environmental health, hazardous materials, engineering or utilities construction or maintenance work affording a broad knowledge of environmental health engineering or utilities maintenance methods.</p> <p style="text-align: center;">OR</p> <p>Accredited Associate's degree with major course work in environmental health, hazardous materials, engineering, utilities maintenance or related areas and three (3) years of applicable experience.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Must possess valid State –issued driver's license in accordance with the City of KCMO policies. ▪ Must pass a background check as prescribed by the City. ▪ Must pass a physical examination as prescribed by the City. ▪ May be required to pass a preemployment drug screen
Supervisory Responsibility	Supervision may be exercised.
Supervision Received	Work is performed under general supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	9/06
Revised	8/22

