

Code: 2082
Health and Welfare Service
Inspectional Group
Energy and Environmental Protection Series

CLASS TITLE: Director of Environmental Inspections

CHARACTERISTICS OF THE CLASS: Under direction, the class is supervisory in nature, overseeing the work of staff engaged in conducting compliance inspections of industries covered by the Environmental Protection Act and related city ordinances; and performs related duties as required.

ESSENTIAL DUTIES: Assigns scheduled, complaint and emergency inspections to staff and ensures they are conducted in a timely and thorough manner; directs covert surveillance activities in response to complaints of environmental hazards caused by air and noise emissions and illegal waste disposal; directs the inspection of industrial and demolition sites to ensure public safety standards are adhered to; develops operating procedures and work standards to ensure inspections are conducted in a thorough and efficient manner; evaluates environmental inspection and emission reports completed by staff for completeness and appropriateness of findings; oversees the issuance of citations to violators ensuring violations are sufficiently detailed and explained; assists staff in the conduct of comprehensive or complex inspections and prepares reports of findings; oversees the conduct of re-inspections to ensure violations were corrected; assists in the development of environmental standards and regulations to ensure compliance by covered industries; serves as a liaison with other city departments, governmental agencies and businesses regarding environmental ordinances and on joint inspections; oversees staff training on the conduct of inspections and environmental code compliance; oversees the maintenance of inspection reports and the preparation of unit activity reports.

RELATED DUTIES: Testifies in court as an expert witness on environmental issues; meets with community groups to inform them of environmental protection issues in their area.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible experience conducting environmental inspections including two years of supervisory experience, or an equivalent combination of training and experience is required. Certification as an inspector by the Illinois Environmental Protection Agency is required.

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License Requirement. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Considerable knowledge of the Illinois Environmental Protection Act and related city ordinances. Considerable knowledge of environmental protection inspection and testing procedures. Considerable knowledge of environmental safety standards.

Ability to direct environmental inspection activities. Ability to establish quality standards. Ability to work with municipal agencies on task force or emergency inspections. Ability to conduct complex inspections.

Considerable skill in conducting environmental inspections. Considerable skill in preparing inspection reports. Good analytical skills. Good supervisory skills. Good oral and written communication skills.

Working Environment. Inside: Standard office environment. Outside: Exposure to extreme weather conditions.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.