

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Environmental Compliance Technician (5097) & Environmental Compliance Inspector (5098)

DATE COMPLETED: January 2025

DEPARTMENT: Sonoma County Water Agency

DIVISION: Water/Wastewater Operations & Management

PHYSICAL DEMAND STRENGTH RATING: Medium

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing.
While performing the following duties, employees work both indoors in a typical office setting and in the field in all types of terrain, vegetation, and weather conditions in both daylight and dark/dim conditions; works in proximity to water and wastewater; walks on level, uneven, and slippery surfaces, reaching, kneeling, bending, stooping, squatting, and climbing in the performance of duties; may perform duties in close proximity to traffic.						
Environmental Compliance Technician Only: Performs the following duties (#3-13) under general supervision from Environmental Compliance Inspector; works under direction assisting with inspections and evaluations; may conduct inspections of less complexity alone.	1	C	Computer, phone	Grade I Environmental Compliance Inspector Certificate w/in 2	E	

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				years of employment		
Environmental Compliance Inspector Only: Performs the following duties (#3-16) under general supervision from the Maintenance Manager; is expected to use independent judgment in the performance of the following duties.	2	C	Computer, phone	Grade I Environmental Compliance Inspector Certificate at time of employment; Grade II w/in two years of employment	E	
Drives county vehicle/pick-up truck to, from, and around worksites, including rugged, remote, and off-road locations; inspects vehicle and reports any maintenance issues; on average drives 50 to 60 miles/day.	3	F	Car/pick-up truck, phone	Valid CA Driver's License	E	
Inspects a variety of pretreatment systems (e.g., grease traps), facilities, and processes of industrial, commercial, and other establishments for compliance with federal, state, and local regulations, permit conditions, and pollution prevention requirements; inspects logbooks, records, and equipment in facilities; lifts lids/manhole covers (always has the option to do two person lifts).	4	F	Phone, PPE (gloves, eye protection, safety boots)	N/A	E	
Obtains wastewater samples; conducts onsite monitoring tests; performs routine laboratory analysis related to chlorine, pH, and biochemical oxygen demand; identifies, handles, and reports pollutants of concern; cleans and maintains monitoring and laboratory equipment; prepares reagents for analysis and preservation; may lift and carry a full sampler weighing ~ 70 lbs. (2-person lifts/or with dolly/lift assist device) for short distances (~200 feet).	5	F	Sampling and laboratory equipment/materials, samples, phone, computer, logbook, PPE (gloves, eye protection, ventilation hood)	N/A	E	
Investigates potential issues regarding POTW Collection Streams: determines all entry points of waste stream into POTW Collection Stream; occasionally handles wastewater; lifts and slides manhole covers/lids (2-person lifts).	6	O	PPE	N/A	E	
Programs, deploys, and maintains flow monitoring equipment: carries equipment weighing 20-30 lbs. for short distances; lifts	7	O	Phone, computer, flow meter, PPE	N/A	E	

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and slides manhole covers (2-person lifts); possible exposure to sewer/pathogens during the performance of this duty.						
Survey Sanitation Districts/Zones for facilities discharging pollutants of concern and/or needing wastewater discharge permits: walks/drives to locations; communicates with business owners/management; drafts and issues permits.	8	O	Computer, phone, vehicle	N/A	E	
May operate an unmanned ariel vehicle (drone): stands and walks over varying terrain; carries drone weighing 5.5 lbs.; uses hand controls to operate drone.	9	O (may become more frequent in the future)	Drone, remote controller	FAA Unmanned Aircraft License	N	
Continuously observes safety practices and procedures; recognizes and corrects unsafe conditions; wears appropriate safety gear.	10	C	PPE, phone, computer	N/A	E	
Communicates with stakeholders in person, by phone, and by email; interviews complainants, tenants, and property owners; maintains a professional demeanor in adversarial situations; establishes and maintains working relationship with the general public.	11	F	Computer, phone	N/A	E	
Offers advice and expertise from a safe distance during emergency assessments of site, structure, and infrastructure conditions after natural disasters (e.g., earthquakes, floods, fires, etc.) and other emergencies (e.g., hazardous waste spills) to identify and document safety concerns; under no circumstances will personnel enter a hazardous area as a first response; may work long and irregular hours, including nights, weekends, and holidays during response and recovery phases of emergency situations; drives to sites throughout the county in the aftermath of natural disasters.	12	O	Vehicle, PPE, phone	Valid CA Driver's License	E	
Maintains both digital and hard copy files; may lift and carry file boxes; reviews and maintains forms, daily logs, and other necessary records; prepares a variety of manual and computerized written, oral, tabular, and graphic reports for various stakeholders.	13	F	Computer, phone, digital and hardcopy files, file boxes	N/A	E	
Environmental Compliance Inspector Only: Represents the Agency as a subject matter expert at public hearings; may be	14	O	Computer, phone	N/A	E	

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subpoenaed on past/present projects as witness/subject matter expert in court; speaks effectively in front of groups.						
Environmental Compliance Inspector Only: Identifies, and traces sources of illegal discharges entering the wastewater collection system; persuades individuals to gain compliance and establish a timeline for correction; initiates follow-up actions including preparing and issuing enforcement orders; enforces regulations tactfully.	15	O	Phone, computer	N/A	E	
Environmental Compliance Inspector Only: May lead and train others; assigns work, provides advice, and technical guidance.	16	O	Computer, phone	N/A	E	

PART 2: PHYSICAL DEMANDS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting (e.g., driving, using phone, computer)	All	F			
2 Walking (e.g., walking around inspection sites/office)	All	F			
3 Running	N/A	N			
4 Standing	All	F			
5 Bending-Neck (e.g., during inspections/sample collection, computer work)	All	F			
6 Bending-Waist (e.g., during inspections/sample collection, filing, office work)	All	O			
7 Squatting (e.g., during inspections/sample collection, lifting file boxes)	3-7, 13	O			
8 Climbing (e.g., climbing stairs and ladders during inspections/sample collection)	4-7, 9	O			
9 Kneeling (e.g., during inspections/sample collection, filing)	4-7, 13	O			
10 Crawling (e.g., during inspections)	4	O			
11 Twisting (neck) (e.g., driving, using phone, computer)	All	F			
12 Twisting (waist) (e.g., during inspections, office work)	All	O			
13 Repetitive Hand Use (e.g., computer work, sample collection & laboratory analysis)	All	F			
14 Simple Grasping-Right Hand (e.g., collecting samples, using laboratory & office equipment)	All	F			
15 Simple Grasping-Left Hand (e.g., collecting samples, using laboratory & office equipment)	All	F			
16 Power Grasping-Right Hand (e.g., opening manhole covers, opening gates)	4-7	O			
17 Power Grasping-Left Hand (e.g., opening manhole covers, opening gates)	4-7	O			
18 Fine Manipulation-Right Hand (e.g., using computer, writing in logbooks, preparing reports, brochures, etc., preparing samples for laboratory inspection, operating drone)	All	F			
19 Fine Manipulation-Left Hand (e.g., using computer, writing in logbooks, preparing reports, brochures, etc., preparing samples for laboratory inspection, operating drone)	All	F			
20 Pushing and Pulling (right hand) (e.g., opening manholes, opening/closing file cabinet drawers)	4-7, 13	O			
21 Pushing and Pulling (left hand) (e.g., opening manholes, opening/closing file cabinet drawers)	4-7, 13	O			
22 Reaching (above shoulder level) (e.g., during inspections, filing, sample collection)	4-7, 13	O			
23 Reaching (below shoulder level) (e.g., during inspections, filing, sample collection)	4-7, 13	O			
24 Lifting-up to 10 lbs. (e.g., file boxes, sampling equipment, office equipment)	All	F			
25 Lifting-11-25 lbs. (e.g., file boxes, sampling equipment, manhole covers)	4-7, 13	O			
26 Lifting-26-50 lbs. (e.g., file boxes, sampling equipment, manhole covers)	4-7, 13	O			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
30 Carrying 0-10 lbs. (e.g., file boxes, sampling equipment, office equipment)	All	F			
31 Carrying 11-25 lbs. (e.g., file boxes, sampling equipment)	5, 13	O			
32 Carrying 26-50 lbs. (e.g., file boxes, sampling equipment)	5, 13	O			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

PART 3: SENSORY REQUIREMENTS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected (e.g., driving, using computer, during inspections)	All	C			
2 Functional color vision, normal or corrected (e.g., lab work/analyzing samples)	5	O			
3 Functional night vision, normal or corrected (e.g., emergency work)	12	O			
4 Functional hearing, normal or corrected	All	C			
5 A sense of smell or taste Smell Only (e.g., sensing fumes, vapors, leaks during field and lab work)	3-7, 9, 12	C			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	F			

PART 5: NATURE OF TASKS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	F			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff (Environmental Compliance Inspector Only)	O			
6 Required to direct other staff (<i>e.g., planning, goal setting, performance</i>)	N			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	O			
2 Meet time sensitive deadlines	O			
3 Long and/or irregular hours (<i>e.g., during emergency work</i>)	O			
4 Limited/unpredictable opportunity for breaks (<i>e.g., during emergency work</i>)	O			
5 Required to perform on-call or emergency work	O			

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	O			
2 Attention divided by issues requiring multi-tasking	O			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	F			
6 Possible legal ramifications associated with work activities or work product	F			

PART 8: INTERACTIONS WITH OTHERS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (<i>e.g., co-workers, other departments/agencies, public</i>)	C			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (<i>e.g., advises, persuades, justifies</i>)	O			
4 Interactions occur under circumstances of emotional stress	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
5 Risk of confrontation with violent or assaultive clients or customers <i>(e.g., when enforcing wastewater discharging regulations, communicating with the public)</i>	0			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	F			
2 Work Outside	F			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke (e.g., dust, biohazards associated with wastewater/sanitary sewers, lab chemicals - see list in part 11)	O			
8 Silica, asbestos, etc. (e.g., unknown risk exposure while investigating complaints or assessing sites, structures, and infrastructure after natural disasters)	O			
9 Solvents (e.g., gas, turpentine, etc.)	N			
10 Grease, oils	N			
11 Acidic, Caustic Solutions (e.g., see list in part 11)	O			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g., drugs & other contraband)	N			
16 Human Blood, Body Tissues, or Fluids (e.g., collecting wastewater samples, exposure during flow monitoring activities)	O			
17 Human Wastes (e.g., collecting wastewater samples, exposure during flow monitoring activities)	O			
18 Animal Blood, Body Tissues, or Fluids (e.g., collecting wastewater samples, exposure during flow monitoring activities)	O			
19 Animal Wastes (e.g., collecting wastewater samples, exposure during flow monitoring activities)	O			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces (e.g., during inspections)	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., step ladders)	O			
30 Contact with water, other liquids, humid conditions - not weather related	O			
31 Work Below Ground (e.g., if SCBA certified, may perform inspections below ground; SCBA certification is not required for employment but can be requested post-hire based on supervisor discretion)	O			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	F			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
34 Operates commercial vehicles – CDL Class <u> N/A </u> Endorsements <u> N/A </u>	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	N/A			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing	X		
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam			
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard			
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		Offered	
14 Vaccine: Influenza			
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.

Chemicals Used:

Sodium Thiosulfate

Sodium Hydroxide

Sulfuric Acid

Nitric Acid

Hydrochloric Acid

pH Buffers