

ENVIRONMENTAL TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: An Environmental Technician performs technical duties associated with air quality, storm water, hazardous materials programs, and sustainability programs. This includes developing and conducting public outreach and education activities, conducting inspections of public and private facilities throughout the City, evaluating compliance status issues, and drafting enforcement actions. Incumbents in this class must be able to work cooperatively within a team environment to develop and implement compliance programs. Work involves continual learning in order to understand and stay current on environmental compliance issues, enforcement strategies, and sustainable practices. Employees work within an environment wherein the City prefers gaining voluntary compliance even though the City is regulated by both the state and federal government. Employees in this class perform related duties as required.

General Environmental Assignment: The primary emphasis of this assignment is on the department's asbestos, air quality, environmental site assessment, lead paint, storm water, and environmental water quality programs. This class may support the hazardous materials and waste program.

Hazardous Materials/Waste Assignment: The primary emphasis of this assignment is on the department's hazardous materials and waste program at the City's Household Hazardous Materials (HHM) Facility. The schedule for this assignment is Wednesday through Saturday. The work involves customer service interactions; basic understanding of chemical properties when handling and segregating household materials; coordinating services provided by contractors and other City departments; facility operations; waste shipments; records and database management for compliance requirements.

Distinguishing Features: This class is distinguished from the Environmental Programs Specialist class, in that the Environmental Programs Specialist handles advanced-level assignments requiring well-developed professional knowledge and judgment, in addition to the more diverse and complex nature of assignments and the greater independence under which the work is performed. An Environmental Technician works independently while conducting field inspections or performing activities at the HHM Facility and is expected to provide a high level of professionalism when dealing with public and private facilities. An employee in this class must have a good working knowledge of numerous air, water, and waste regulations and sustainable practices, and be able to make initial compliance decisions during inspections for review and finalization by the Environmental Programs Supervisor. Employees in this class may be required to work overtime and must meet the Department's stand-by, on-call, and call-out requirements. When on-call during non-work hours, employees must be able to respond to environmental situations and make on-site independent decisions as to appropriate actions and to communicate those decisions in a timely manner to division and department management personnel. This class reports to the Environmental Programs Supervisor or a department supervisor, who normally reviews work in progress for completeness and accuracy through conferences and evaluation of overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Chemistry, Biology, Environmental Sciences, Architecture, Engineering, Urban Planning, Sustainability, or a closely related field. Good (1 - 3 years) field experience regarding environmental issues or compliance programs.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must be able to obtain Occupational Safety and Health Administration 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification within 12 months of hire or promotion or maintain annual refresher training. For those program areas directly assigned to this class, must obtain Asbestos Hazard Emergency Response Act (AHERA) certification, Department of Transportation Hazardous Materials (DOT) certification, and United States Environmental Protection Agency Resource Conservation and Recovery Act (RCRA) certification within 12 months of hire or promotion or maintain annual refresher training.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Excellent communication skills are highly desirable. Experience dealing effectively with the general public, consultants, contractors, and regulatory agencies. Experience in storm water, air quality, hazardous materials/wastes, and/or asbestos (**General Environmental Assignment**). Experience in the management of hazardous materials/wastes (**Hazardous Materials/Waste Assignment**).

ESSENTIAL FUNCTIONS

Communication: Informs the general public of regulations and requirements of City codes and operations. Responds to complaints received via the environmental complaints hotline or inquiries and complaints made to the HHM hotline and email. Maintains good working relationships with local industrial officials by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote and encourage compliance with regulatory requirements. Prepares inspection reports, analytical results, and letters to businesses regarding inspection findings, and to communicate the required corrections and document the findings. Maintains excellent documentation for compliance purposes. Works cooperatively within a team environment to develop and implement compliance programs.

Manual/Physical: Conducts inspections of industrial operations, construction sites, and other facilities as required. Conducts fieldwork including collecting solid and liquid waste samples and operates sampling equipment. Uses common hand tools. Cleans work area and equipment. Carries and moves sampling equipment. Mixes acids, bases, and other chemicals to collect and preserve samples and perform field tests. Works with potentially hazardous materials requiring the use of specialized protective equipment. Works outside in all weather conditions. Distinguishes colors to perform color-comparative tests. Operates a variety of standard office equipment, including a personal computer (PC). Enters data into a PC to update computer files, prepare inspection reports, and prepare correspondence. Operates a sedan and pickup truck requiring a standard Class D Arizona Driver's License to perform fieldwork and inspections. Manually unloads household hazardous materials from vehicles including

large appliances and tires. Lifts heavy objects up to 50 pounds and moves heavy objects up to 800 pounds by mechanical means, such as forklift or electric dolly. Climbs stairways, ladders, and works on elevated structures, traverse uneven surfaces. Meets scheduling and attendance requirements.

Mental: Analyzes inspection conditions and results to make recommendations regarding corrective actions and compliance. Comprehends and makes inferences from City codes and Environmental Protection Agency regulations when inspecting facilities for compliance. Implements quality control measures. Prioritizes work assignments and manages personal time daily to meet division and program inspection goals and requirements. Learns job-related material through on-the-job training, attendance at professional seminars, and continuing education.

Knowledge and Abilities:

Knowledge of:

ordinances, rules, and regulations governing storm water discharges, particulate pollution, and hazardous materials;

principles of categorization for hazardous materials/waste and biomedical waste (*Hazardous Materials/Waste Assignment*);

principles and practices for field monitoring protocols, sample collection, preservation, analysis, and documentation requirements;

occupational and safety precautions at industrial and construction work sites; and the effects of chemicals on human and ecological systems (basic knowledge).

Ability to:

conduct inspections using appropriate sampling and analysis methods; maintain proper records and documentation;

develop written materials relating to environmental programs;

work cooperatively with coworkers, representatives from other City departments, and regulatory agencies;

maintain good working relationships with local industrial officials and contractors by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc. to encourage cooperation and promote voluntary compliance with regulations;

investigate complaints regarding illegal dumping of potentially hazardous materials; and provide field assistance during hazardous materials response incidents.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Tech

JOB FCTN-TEC

INCREMENTS 60-200

PAY GRADE: 47

IND-8810

SWORN-No