

ENVIRONMENTAL TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: An Environmental Technician performs technical duties associated with air quality, storm water, hazardous materials programs, and sustainable 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.

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 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 Deputy Director - Environmental and Sustainability. This class is subject to emergency call-out and must be available to work overtime and stand-by as required. This class reports to the Deputy Director - Environmental and Sustainability, 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 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 CFR 1910.134 by hire or promotion date and must maintain certification.

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 Qualification. Excellent communication skills are highly desirable.

ESSENTIAL FUNCTIONS

Communication: Informs the general public of regulations and requirements of City codes. Responds to complaints received via the environmental complaints hotline. 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). Operates a sedan and pickup truck requiring a standard Arizona Driver's License to perform fieldwork and inspections. Enters data into a PC to update computer files, prepare inspection reports, and prepare correspondence. 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. Prioritizes work assignments and manages personal time on a daily basis 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 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.

Revised to Update Department Title 1/16

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PAY GRADE: 46

EEO-Tech

IND-8810

JOB FCTN-TEC

SWORN-No

INCREMENTS 62-200