

CITY OF SALEM
ENVIRONMENTAL COMPLIANCE TECHNICIAN
(Flex Classification)

507

NATURE OF WORK

This is technical field and office work in the collection and documentation of environmental samples such as water, waste water and other substances; documentation of disposal of hazardous waste materials; monitoring business and industry discharge activity; identification of trends and causes in monitoring environmental conditions and water quality.

Work involves installing monitoring equipment and taking samples in a variety of commercial, industrial, and residential discharges, streams, and waterways for compliance with codes, ordinances, permit requirements, and water quality conditions. Work involves extensive contact with the public and other utilities providing technical assistance to Environmental Compliance Specialists and ensuring compliance with a variety of regulations. Enters collected sample and test results into computer data bases and analyzes trends and causes for change in environmental conditions. Under the general direction of an administrative supervisor, an incumbent of this classification exercises independent judgment and initiative in planning and executing sampling methods and documenting work performed.

This classification differs from the Environmental Compliance Specialist by the absence of authority to enforce environmental regulations, directly regulate permit holders, perform full-facility inspections, perform emergency driving, or command of a hazardous materials incident and the absence of technical expertise required to issue environmental enforcement notices. An incumbent in this classification may be advanced without further competition to the Environmental Compliance Specialist based on satisfactory performance, recommendation of the supervisor, approval of the Personnel Director, and performance of responsibilities significant to the Environmental Compliance Specialist classification. (See flex classification procedures for further information.)

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Provides for and confirms the operational readiness of sampling and monitoring instruments. Determines location to best represent accurate readings. Installs monitoring equipment. Utilizes a variety of sampling and collection techniques in field settings noting weather conditions, volume and quality of water and other related sampling factors. Collects samples in compliance with EPA requirements and State DEQ mandated sampling programs. Performs field tests for water quality parameters as necessary. Transports samples to

laboratory for testing. Tests and repairs flow monitoring equipment in the field and shop as required.

Applies principles of hydraulics to predict pipe flows and identify flow measurement variables to determine the proper placement of flow monitoring devices. Utilizes a personal computer to enter laboratory test results, flow measurements and related information into data base systems. Analyzes data for trends, historical patterns and possible sampling errors. Prepares a variety of State, Federal and City reports related to data collected.

Participates in arranging for proper disposal of hazardous materials in compliance with Federal and State regulations. Prepares appropriate documentation, monitors contractor for proper disposal methods, issues mandated reports to proper enforcement agencies. Monitors septic haulers permitted by the City for compliance with City and DEQ requirements. Spot checks haulers, monitors billing to haulers.

Samples industrial and commercial establishments discharging industrial waste into sewers. Identifies illegal discharges to sewers, storm drains, channels, ditches, and other water courses. Determines the quantity and quality of discharges to determine proper disposal discharge points to sanitary sewer or storm drains through the use of a variety of recording and testing instruments. Maintains record of visits and enters information into data base. Retrieves data base information as requested by Environmental Compliance staff and prepares a variety of reports based on collected information. Writes correspondence and prepares reports regarding water quality to both the general public and regulatory agencies as assigned by supervisory staff.

Organizes and maintains water quality and system operation records, files and reports in accordance with Retention Manual requirements. Routinely operates personal and laptop computers utilizing computer data base, word processing or spreadsheet software to enter and extract technical information.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in environmental and water quality monitoring; an Associate degree in water/wastewater, environmental science, biology, or chemistry; or any equivalent combination of experience or training which provides the following knowledge, skills, and abilities:

Some knowledge of sampling methods, flow monitoring equipment, and testing procedures used in obtaining and testing domestic and industrial wastewater, industrial wastes, and the related hazards.

Some knowledge of the materials and equipment used in treatment, discharge, and control

of industrial, commercial, and residential wastes.

Some knowledge and understanding of pH and pH neutralization systems.

Some knowledge of legal requirements and regulations applicable to water quality sampling, particularly the Clean Water Act and Safe Drinking Water Act.

Considerable skill in the use of modern office equipment and keyboarding skills to enter technical information and access information in computer data base, spreadsheet and word processing software systems.

Thorough skill to follow complex sampling procedures and interpret technical laboratory results.

Ability to read maps, locate features, and interpret plans and diagrams.

Ability to read and interpret specifications, draw sketches, and perform technical mathematical calculations.

Ability to prepare clear and concise reports, maintain accurate records, and make official recommendations.

Ability to interpret and apply City, State, and Federal policies, rules and regulations and to assist in developing programs to meet the requirements.

Ability to independently schedule and organize work assignments to ensure timely and effective completion.

Ability to communicate effectively, both orally and in writing and follow oral and written instructions.

Ability to comprehend technical written materials and laboratory reports.

Ability to read and interpret water quality lab test results.

Ability to establish and maintain positive work relationships with co-workers, regulatory agencies, and the general public.

Ability to climb ladders and enter manholes or utility vaults.

Ability to work in a confined space.

Ability to wear self-contained breathing apparatus (SBA) and encapsulated protective

clothing.

Possession of a valid Oregon driver's license or Class C driver's license and ability to meet City driving standards or possess alternate means of moving efficiently from one field site to another.

Work is performed both in field and office settings. Field work involves work in all forms of weather, moving between locations from towers to subterranean sites, and moving objects from vehicles to field sites and back. Ability to open manhole lids weighing 70 to 150 pounds using a hand hook or other appropriate equipment and to do frequent lifting of up to 50 pounds. Field work occurs on an ongoing basis in all types of weather and requires moving efficiently to several sites within the same day. Work is performed in heavy traffic, fields, and ditches. Office work involves use of personal computers, reviewing purchasing specifications, preparing correspondence and meeting deadlines.

Personnel Director

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