



ENVIRONMENTAL PROGRAM TECHNICIAN

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Environmental Program Technician	Effective Date:	August 2, 2021
Working Title:	Environmental Education Coordinator	Type:	Non-Represented
Department:	Public Works	Supervisor:	Environmental & Technical Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the direction of the Environmental & Technical Division Manager and the lead of the Senior Environmental Program Technician, the Environmental Program Technician performs highly technical work in support of environmental compliance with federal, state, and local laws and policies. The classification coordinates environmental programs and implements projects and comprehensive operating, action, and quality assurance/quality control plans through the application of scientific principles and methods. This classification requires working knowledge of environmental laws and policies and pollution prevention techniques with the ability to apply this knowledge with limited supervision.

Incumbents must have the ability to develop and implement environmental studies; maintain detailed records; collect consistently accurate data; interpret and analyze data; develop and maintain data management systems; and effectively communicate protocols, procedures, and technical information to City staff and the public. This classification will be required to perform environmental monitoring; respond to environmental complaints; administer the division's website and social media account; design, create and present environmental education materials in a variety of formats and present technical information to audiences of all ages in a variety of settings; and exercise independent judgement in performing duties. Incumbents must have the ability to communicate effectively both verbally and in writing.

SUPERVISION

Not a supervisory position.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds and infrequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform work both indoors and outdoors, including varying and extreme weather conditions. Duties may involve exposure to inclement weather, environmental pollutants, high noise levels, and construction and traffic hazards. May also be required to work in and around waterways. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include occasional contact with customers in conflict situations.

Subject to 24-hour call back for emergency conditions. Occasional evening and weekend work may be required.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

85% Environmental Education Duties

Implements and monitors environmental programs, projects and plans to comply with federal, state and local regulations; assists with the development and revision of operational plans, standards and City codes; assists with the development and maintenance of data management systems; performs detailed recordkeeping; tracks resources and expenses; accurately inputs data into appropriate databases; performs statistical analysis; and produces required reports on weekly, monthly, quarterly, annually, and as-needed basis.

Coordinates the Public Education and Outreach Program: implements the activities in the Public Education Plan; conducts public education and outreach to Keizer residents, businesses, schools, community groups and visitors; prepares and presents technical information to a variety of audiences; plans, designs and creates education and outreach materials on environmental topics including digital content for the website and social media; creates exhibits, displays and activities; designs and conducts public surveys; and develops and maintains community partnerships.

Administers the Public Involvement and Participation Program: provides customer service; serves as a community resource for the public and promotes civic engagement in environmental topics; administers the Division's webpages and social media accounts; plans, promotes and implements environmental stewardship programs; attends events, community meetings and social gatherings to promote environmental stewardship; prepares and presents data verbally and in writing to members of various boards, committees, task forces, state and federal regulatory staff, partner agency staff, and members of the public.

Develops education and outreach for construction professionals and the public in support of the Erosion Control and Post-Construction Runoff Control programs; plans, designs and creates education and outreach materials on erosion prevention and sediment control best practices, principles of low-impact development, and benefits of green stormwater infrastructure.

Performs technical work in support of the Illicit Discharge Detection & Elimination program: responds to reports, complaints and incidents; conducts field reconnaissance; collects data and performs inspections of stormwater facilities as needed; follows City enforcement protocols; provides program-specific public education and outreach; plans, designs, and creates educational materials; and provides routine training to staff.

Performs technical work in support of the Municipal Pollution Prevention program: evaluates pollution potential in operations; provides technical support and guidance to Public Works staff on environmental compliance and best management practices; recommends pollution prevention strategies and techniques; develops pollution prevention content and educational materials to support operations, and provides routine training to staff.

Implements the Total Maximum Daily Load (TMDL) Implementation Plan: designs and implements environmental studies, performs environmental monitoring and water quality assessments, conducts a variety of fieldwork in support of projects,

collects, analyzes and interprets data; and provides public education and outreach on pollutants of concern and local water quality impairments.

Executes the Underground Injection Control (UIC) Management and Monitoring Plans: provides public education and outreach on groundwater resource protection and conservation; develops content and educational materials for the UIC Program; facilitates the stormwater monitoring program; maintains, calibrates and deploys monitoring equipment; mobilizes and collects samples; conducts spill response according to established protocols; follows City enforcement protocols; and provides routine training to staff.

10% Additional Environmental Duties

Responds to environmental incidents as directed.

Performs research to support compliance and to inform environmental studies and program implementation.

Provides support to the Environmental Compliance Coordinator; performs site and facility inspections as needed.

Provides professional customer service to City staff, stakeholders, partners, and the public regarding environmental policies/issues; responds in a timely manner.

Collects and inputs infrastructure data and other assets into the City's geographic information system (GIS); utilizes GIS to perform basic queries, create maps and exhibits, and generate reports.

5% General Duties

Follows all Personnel Policies and abides by the Ethical Standards and Core Values of the City.

Operates as an effective member of the Public Works team; keeps the Division Manager and team informed of project status and program progress.

Communicates effectively (verbally and in writing) to audiences of various social, cultural, ethnic, educational, and economic backgrounds.

Performs multiple duties and assignments concurrently; prepares short- and long-term projects and work assignments; maintains records of materials and equipment used; develops and maintains project files and other records; maintains time sheets and personnel reports as required; provides status reports to supervisor as directed.

Attends environmental conferences and/or training sessions to maintain current knowledge of industry policies, standards, practices, and technologies.

Emergency on-call as directed by supervisor.

MINIMUM QUALIFICATIONS

Education & Experience

Associates degree in Environmental Science and four years of experience in a technical or research-related environmental position; or Bachelor's degree in Environmental Science, Biology, or other applicable field and two years of experience in a technical or research-related environmental position; or Master's degree in Environmental Science, Biology, or other applicable field and one year of experience in a technical or research-related environmental position; and demonstrated proficiency with geographic information system (GIS), global positioning system (GPS), and Excel programs; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Principles of environmental science, including practices and techniques of environmental protection/enhancement, watershed management, native and noxious vegetation, and water quality/pollution control.
- Local, state, and federal laws and regulations relating to environmental programs.
- Pollution prevention, abatement, and/or mitigation techniques (esp., water quality protection).
- Public relations, marketing and campaign development for the community
- Website, social media and marketing platforms, tools, analytics, and performance metrics.
- Principles of environmental justice, public relations, communications, behavior change, and community outreach
- Principles and practices of data gathering, modeling, and research techniques.

- Principles of data management and statistical analysis.
- Basic GIS concepts, practices, and techniques.
- Standard office practices and procedures.
- Proper and safe use of tools and equipment required for the position including occupational hazards and safety precautions related to the work.
- Pollution prevention techniques and water quality Best Management Practices.
- Current computer capabilities and applications as they relate to the duties of the position.

Skill & Ability

- Strong relationship-building, oral presentation and listening skills
- Excellent writing and editing skills
- Understand and communicate complex technical information and concepts to diverse populations
- Develop and maintain partnerships and understand organizational and public engagement objectives
- Implement educational marketing and awareness campaigns and organize promotional presentations and events.
- Design/create outreach materials; identify target audiences and devise digital campaigns that engage, inform, and motivate; use the appropriate colors and layouts for content; test graphics across various media.
- Collect field data and samples; analyze and make recommendations regarding environmental data and sampling results.
- Perform professional-level work under limited supervision; exercise independent judgment and work simultaneously on multiple tasks.
- Learn processes, regulations, laws, and ordinances unique to organization and locale.
- Analyze assigned environmental programs and related administrative and operational issues; evaluate alternatives; prepare timely, accurate, understandable and detailed reports; present sound, logical, fact-based conclusions and recommendations.
- Utilize word processing, spreadsheet, database, and network operating systems sufficiently to perform assigned duties.
- Understand, interpret, explain and apply laws, regulations, ordinances, and policies applicable to assigned environmental program responsibilities.
- Ensure proper maintenance of all required files, records, and documentation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective, harmonious, productive working relationships with other employees, representatives of governmental and community agencies, and the public.
- Ability to satisfactorily represent the program, the department, and the City.
- Ability to travel as required.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain within 90 days of hire: First Aid & CPR Certification, NIMS IS 100, 200, 700, and 800 Certification and Certified Erosion & Sediment Control Lead Certification (CESCL).
- May require additional specialized certification depending on job assignment.