



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:	February 5, 2019
Working Title:	Environmental Outreach 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 programs and initiatives involving application of scientific principles and knowledge. The classification completes development of comprehensive operating, action, and quality assurance/quality control plans required by regulatory stormwater programs. This classification requires knowledge and understanding of environmental policies, codes, regulations, procedures, and methods and the ability to apply this knowledge with limited supervision.

Incumbents must have the ability to develop and present public education material regarding water quality to audiences of all ages in a variety of settings. Incumbents must have the ability to maintain clearly defined, detailed, and comprehensive records; collect consistently accurate data; interpret and analyze data; design scientific studies; exercise independent judgment in performing duties; develop and maintain data management systems; and effectively communicate protocol, procedures and results to others within the department and the applicable regulatory agencies. This classification will also be required to perform environmental sampling and monitoring; collect, analyze, and model data; inspect facilities and/or construction sites for environmental concerns and/or non-compliance issues; and respond to reports of illicit discharge as needed.

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 the 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, personal 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.

75% Environmental Program Functions

Designs, plans, monitors, coordinates, and implements environmental studies associated with stormwater and water quality requirements.

Plays a lead role in coordination of outreach and educational programs for the Department. Ability to work with community groups for outdoor activities, including restoration work.

Inputs infrastructure data of other City assets in geographic information system (GIS).

Maintains the website for the Environmental & Technical and Stormwater Operations & Street Divisions. Works with Senior Environmental Program Technician to ensure data is formatted appropriately for public use.

Conducts inspections of facilities and/or construction sites to identify environmental concerns and/or non-compliance issues. Follow City enforcement protocols; recommend and implement enforcement actions as needed.

Assists with development and revision of operational plans, design standards, and applicable City Code as is required under regulatory stormwater programs.

Assists with development and maintenance of data management systems for use in generating monitoring result reports.

Inputs data into appropriate databases, ensuring that all data is accurately categorized by type and that all necessary information concerning sample collection and lab testing protocol is accurately recorded.

Designs scientific studies to evaluate program effectiveness; interprets data and performs advanced statistical analysis.

Produces required reports on weekly, monthly, quarterly, annually, and as-needed basis.

Presents data to program staff and department members as needed. Prepares and presents data orally and in writing to members of various boards, committees, task forces, state and federal representatives, and members of the public as directed.

25% Other Related Functions

Responds to environmental incidents as directed.

Prepares short and long term projects and work assignments; maintains records of materials and equipment used; and maintains time sheets and other work and personnel reports as required.

Facilitates monitoring program; assists with storm tracking and sample mobilization; ensures all sampling activity is consistent with program requirements; and ensures that detection levels and testing procedures are appropriate and accurate.

Maintains, calibrates, and deploys monitoring equipment.

Collects samples; analyzes and summarizes monitoring data.

Reviews erosion control plans and inspects on-site erosion control.

Operates as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems.

Responds to inquiries from the public, City Councilors, other agencies, and staff.

Attends conferences and/or training sessions relevant to environmental program standards.

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, erosion control, and water quality/pollution control.
- Local, state, and federal laws and regulations relating to environmental programs.
- Principles and practices of data gathering, modeling, and research techniques.
- Principles of data management and statistical analysis.
- GIS concepts, practices, and techniques.
- Database management.
- Erosion control and sediment prevention (ECSP) best management practices.
- Erosion control plan review and site inspection techniques.
- Low impact development (LID) techniques and practices.
- 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

- Collect field data and samples; analyze and make recommendations regarding environmental data and sampling results.
- Manage complex scientific processes, produce technical documents, and work simultaneously on multiple tasks.
- Perform professional-level work under limited supervision; exercise independent judgment and initiative within established guidelines.
- 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 ICS 100, 200, and 700 Certification and Certified Erosion & Sediment Control Lead Certification (CESCL).
- May require additional specialized certification depending on job assignment.