

**CLASS SPECIFICATION**  
**Environmental Technician I**

FLSA Status: Covered  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general supervision, performs supportive and technical assignments of standard to moderate difficulty applying quasi-scientific and technical knowledge in the areas of environmental permit processing including explaining policies and procedures to members of the public to achieve understanding, cooperation and compliance with codes; conducts environmental surveys, sampling and monitoring; conducts routine data analysis of field surveys; inspects and investigates facilities for environmental concerns and non-compliance; collects and analyzes data and writes technical reports; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Environmental Technician I is the entry-level class in the Environmental Technician series. Incumbents are responsible for performing CIP site assessments and routine soil and groundwater monitoring. Incumbents may be expected to assist in administering National Pollutant Discharge Elimination System (NPDES) permits and inspect, measure and map groundwater, surface water, stormwater and water-collection facilities.

Environmental Technicians are distinguished from other related engineering technician classes by the regular and continuous assignment of environmentally related duties.

Environmental Technician I is distinguished from Environmental Technician II in that incumbents in the latter class have responsibility for managing, planning and coordinating various natural resource restoration and enhancement, industrial waste discharge elimination and/or recycling projects. Environmental Technicians II are expected to process, issue, administer and maintain environmental permits for major facilities and investigate, monitor and assess industries for environmental concerns and non-compliance with state and federal regulations. Environmental Technicians I perform more standard to moderately complex tasks, are assigned minor permits, smaller projects or discrete portions of a larger project, and exercise basic problem-solving skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Explains City codes, policies and procedures to members of the public, contractors, engineers, and other public or utility organization employees to improve their understanding of City programs and to ensure adherence to procedures in routine technical matters.
2. Indexes, files, updates, researches and compiles data from various sources.

3. By independent, on-site visits, collects field data, verifies conditions, takes measurements, notes developing problems, carries out duties related to specific assignments and reports results to supervisor for evaluation; conducts surveys to identify and classify new industrial users and update database.
4. Assists with inspections or investigations of facilities and sites to identify environmental concerns or non-compliance issues. Reviews monitoring information and conducts inspections of minor facilities.
5. Provides administrative, logistical and technical support to project and environmental management staff by managing records, files and databases; gathers, records and evaluates data, and assists with meetings, document preparation and enforcement of standards or specifications; records and maintains records. Assists with public information programs.
6. Utilizes calculators and computers to perform calculations, or enter and extract information to assist in developing plans and specifications for various work projects.
7. Prepares reports, including graphics, to describe project or program goals or activities using manual or computer tools; draws plans, maps and charts utilizing CAD and MapInfo software.
8. Assists in processing or processes applications for permits, inspections or services and issues work orders and environmental permits.
9. Performs independent and joint site inspections for environmental investigations to ensure regulatory compliance; conducts industrial waste surveys of new industrial sources to identify environmental concerns, establish proper classification, determine permit requirements and update industrial database; documents field sites and conditions using field notes, digital photography and map and diagram drawing; uses information from field surveys to identify issues and pollutant sources to be addressed, develop work scope, schedules and methods for the conduct of data collection from samples.
10. Coordinates and processes industrial waste discharge permits for minor type facilities; administers NPDES permits as required by state and federal regulations; researches and determines which facilities must obtain NPDES and processes applications; determines industrial user wastewater discharge permit fees; collects delinquent revenues accrued against industrial users.
11. Collects field stormwater monitoring samples; analyzes laboratory data; gathers, evaluates and interprets data for sources of pollution to determine ambient conditions, trending, and cause and effect relationships between pollutants and impacts; updates and organizes field sampling binders.
12. Responds to environmental incidents as directed; records incident and refers to superior for action; conducts investigations and follow-up visits to ensure resolution; takes appropriate enforcement action in response to industry violations and resolves non-compliance by following established procedures.

13. Performs database manipulation; collects, analyzes and summarizes monitoring data; documents technical and legal determinations; enters water-quality and watershed data; maintains bureau and City files; performs records research for building plans and plumbing records.
14. Assists in the preparation of technical reports that analyze and interpret water quality data; researches and assembles quantitative data concerning the quality of water; writes and maintains spill reports.
15. Researches professional literature, consults with other agencies and professionals to collect data and analyze possible environmental impacts; researches pollution prevention best management practices for specific industrial sectors.
16. Interprets rules, regulations, laws and policies regarding environmental issues to assist in providing direction and comment.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Technical processes of environmental protection, enhancement and control.
2. Practices and techniques of physical and biological sciences.
3. Federal and state laws and regulations relating to environmental programs.
4. City operating policies and departmental work procedures and quality standards.
5. Groundwater protection practices and procedures.
6. Basic statistics and environmental sciences.
7. Practices and techniques of environmental protection and water pollution and control.
8. Standard office practices and procedures for maintaining and setting up both manual and electronic files; basic methods and procedures for archiving and retrieving map and drawing information; and data gathering and research techniques.

### **Ability to:**

1. Understand and follow written and oral instructions; work under limited supervision; work simultaneously on multiple tasks.
2. Perform detailed work thoroughly, neatly, accurately and efficiently.
3. Establish and maintain effective working relationships with bureau management and staff, contractors and others encountered in the course of work.

4. Learn and interpret codes, rules, regulations, and policies and to apply these to a variety of customer requests.
5. Interpret and explain both orally and in writing technical information to the public, specifically City Codes, policies, procedures and regulations.
6. Learn and operate a variety of computer software programs to record and analyze data, maintain technical files, and prepare maps, plans, records, graphics, documents and reports.
7. Use safety precautions when driving or working at field sites.
8. Conduct field investigations and inspections.
9. Collect field data and samples and analyze and make recommendations regarding environmental data and sampling results.
10. Provide technical guidance and advice to City and bureau staff, other government agencies, public and private businesses and agencies and private citizens.
11. Utilize specialized engineering, drafting, measuring, surveying or electronic tools, materials and equipment.
12. Ability to read and interpret various kinds of maps, architectural and engineering drawings, construction plans, and blueprints and other technical materials, such as specifications, engineering manuals, surveying tables, computer manuals, trade journals, equipment instruction manuals, engineering code provisions, state and federal guidelines.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent; supplemented by courses environmental resource protection, enhancement and control experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.  
Some assignments may require additional certification.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 11-01-93 Engineering Technician I (3107) – Environmental specialty created.  
Revised: 07-01-01 Spec revised as part of the COPPEA Classification and Compensation study. Environmental Technician I (6051) class created from the following COPPEA class(es):  
3107 Technician I (Environmental specialty)  
Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.  
Revised: 08-07-06 Revised FLSA status from “Non-exempt” to “Covered.”  
June 2009 - Change Job Class number from 6051 to 30000337, due to system change.  
July 2017 – Updated union name from COPPEA to PTE  
August 2018 – Updated certifications