

CLASS SPECIFICATION
Field Science Technician Trainee

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

GENERAL PURPOSE

Under close supervision, learns and performs supportive and technical assignments of basic to moderate difficulty applying quasi-scientific and technical knowledge in the areas of environmental sampling and monitoring; learns to investigate, monitor and assess facilities for environmental concerns and regulatory/permit compliance; maintains records and collect data; and performs related duties as assigned.

The trainee program is a structured on-the-job training program, typically lasting nine to twelve months, with established work performance measures and goals. Appropriate progress in meeting the established work performance measures and goals and successful completion of the training program is required for continuation in this classification. Upon successful completion of the training program trainees will be eligible for appointment as a Field Science Technician.

DISTINGUISHING CHARACTERISTICS

Field Science Technician Trainee is the trainee class in the Field Science Technician series. Incumbents are responsible for learning to perform basic environmental monitoring and sampling techniques in accordance with standard operating procedures and generally accepted protocols. Incumbents may be expected to maintain environmental databases, create charts, graphs and maps in support of projects managed by other staff.

Field Science Technician Trainees are distinguished from other related environmental technician classes by the regular and continuous assignment of field work related to environmental investigations involving monitoring and sampling.

Field Science Technician Trainee is distinguished from Field Science Technician in that incumbents in the latter class have responsibility for managing, planning and coordinating monitoring and sampling projects. Field Science Technicians are expected to provide consultation using their professional expertise to work with program managers to assist with the development of sampling and analysis plans to meet program objectives and are responsible for the successful completion of those tasks. Field Science Technician Trainees perform more basic to moderately complex tasks, 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. Assists in and learns to provide administrative, logistical and technical support to project staff by organizing and entering environmental data, maintaining databases and electronic files, preparing graphs and charts, and creating project maps.

2. Assists in and learns to clean monitoring equipment and tools; orders consumable supplies, stocks sample containers and organizes sampling vehicles.
3. Assists in and learns to collect water quality samples using grab sampling and time-paced composite sampling techniques.
4. Assists in and learns confined space entry to manually verify the accuracy of sewer flow monitors, collect inline sediment samples and install, maintain, and remove monitoring equipment.
5. Indexes, files, updates, researches and compiles data from various sources.
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. Assists in the preparation of technical reports that analyze and interpret environmental data; researches and assembles quantitative data concerning the quality of environmental quality and watershed health.
8. Learns to interpret rules, regulations, laws and policies regarding environmental issues to assist in providing direction and comment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic environmental monitoring and investigation techniques and practices
2. Basic technical processes of environmental protection, enhancement and control.
3. Basic practices and techniques of physical and biological sciences.
4. Federal and state laws and regulations relating to environmental monitoring.
5. City operating policies and departmental work procedures and quality standards.
6. Basic groundwater protection practices and procedures.
7. Basic statistics and environmental sciences.
8. Basic practices and techniques of environmental protection and water pollution and control.
9. 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.
10. Industry standard safety practices and protocols.

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. 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.
6. Use safety precautions when driving or working at field sites.
7. Routinely enter confined spaces including manholes and sewers; work in rough, steep and uneven terrain; lift and carry up to 70 pounds and work outdoors in all weather conditions; perform very physical and strenuous work under hazardous working conditions, work in and around traffic and work site equipment or machinery, and exposure to unknown chemicals.
8. Learn to collect field data and samples.
9. Learn to utilize specialized monitoring, engineering, drafting, measuring, surveying or electronic tools, materials and equipment.
10. Learn 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 sciences 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. Successful completion of 40-Hour Hazardous Waste Operations and Emergency Response, Confined Space Entry, Boat Safety, and Traffic Control and Flagging training required within 9 months of hire.

PHYSICAL AND MENTAL DEMANDS

Incumbents are required to routinely enter confined spaces including manholes and sewers; work in rough, steep and uneven terrain; lift and carry up to 70 pounds and work outdoors in all weather conditions; perform very physical and strenuous work under hazardous working conditions, work in and around traffic and work site equipment or machinery, and exposure to unknown chemicals.

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.

Class History:

Adopted: 07-01-13 Created from the COPPEA Classification of Environmental Technician I
July 2017 – Updated union name from COPPEA to PTE