



Environmental Services Technician

Summary

Perform a variety of responsible duties related to the site evaluations of industrial, commercial, and domestic wastewater and storm water dischargers with the goal of seeking compliance with local, state, and federal regulations; perform technical duties through public education and investigations in support of several environmental programs, including water conservation, pollution prevention, groundwater, storm water, industrial pretreatment, and resource conservation; perform a variety of technical tasks relative to assigned areas of responsibility such as field sample collection and sample analyses.

Class Characteristics

General supervision is provided by a higher-level supervisor or manager.

This is a journey-level technical classification. Incumbents are expected to work independently and have a thorough knowledge of environmental compliance matters as they relate to industrial pretreatment, wastewater treatment, water conservation, pollution prevention, storm water, ground water, solid waste, and quality assurance principles.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:

Collect samples from industrial, commercial, domestic dischargers, storm water conveyance system, the Petaluma River watershed, and from various areas within the wastewater treatment plant for chemical, biological, and bacteriological analysis to ensuring compliance with local, state, and federal regulations.

Perform basic and intermediate, standardized laboratory tests involving the chemical, biological, and physical analysis of water, ground water, storm water, and wastewater.

Initiate contact with businesses and the general public to provide general information regarding various environmental programs.

Set up, calibrate, and operate a variety of field instruments for the analysis of samples; conduct routine laboratory and field analysis.

Provide technical advice to the public regarding water conservation; distribute door hangers, literature, and related information materials.

Perform groundwater monitoring and data management in support of the California Statewide Groundwater Elevation Monitoring (CASGEM) program.

Perform site evaluations for industrial and storm water dischargers; permit and inspect special discharge users; prepare technical reports and correspondence related to site evaluation activities; monitor submission of compliance reports from permitted industries.

Interpret and explain pretreatment regulations in an effort to achieve compliance; issue Notices of Violation and take other routine steps as they relate to the enforcement of rules and regulations; assist in writing citations for stormwater violations; enforce and bill fines, as needed.

Perform a variety of water conservation activities, including field investigations, water use leak evaluations, and the conduct of water efficiency surveys; install and/or provide assistance with the installation of water saving devices.

Prepare a variety of reports related to environmental programs.

Assist recycled water customers with meeting the City's Recycled Water User's Guide requirements; maintain recycled water site supervisor information.

Review and analyze technical data related to water-use efficiency, water conservation, recycled water, and water supply planning.

Perform preventative maintenance on monitoring and safety equipment.

Maintain documentation regarding site evaluations and complaints; compile and maintain databases related to businesses, inspections, and compliance issues.

Assist operations staff with a variety of routine duties including, but not limited to, taking instrument readings, assisting with special studies and pilot projects, and the general upkeep of treatment plant facilities.

Review residential and commercial plans that include new or rehabilitated landscape and irrigation.

Assist with maintaining inventory, including for events; order and track items for events.

Conducts rebate program field evaluations, completes required rebate documentation, and tracks rebates for reporting.

Assist in preparing surcharge, sampling fees, violations, and capacity fee bills for industrial users.

Respond to public inquiries in a courteous and professional manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; participate in community outreach efforts; and assist with the conduct of community outreach activities.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Independently perform site evaluations for illicit storm water discharges and of businesses for Industrial Waste Pretreatment Program compliance.

Collect and perform routine analysis of water, wastewater, ground water, and storm water samples.

Analyze, interpret, and explain regulatory requirements and conservation program elements.

Maintain accurate records and prepare clear and concise reports, correspondence, and other written materials.

Perform water conservation, industrial discharger, and storm water facility audits and site evaluations to identify irregularities and make sound recommendations.

Effectively deal with customers, including resolving issues and complaints.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform inspections having sufficient strength to lift and carry tools and materials weighing up to 50 pounds. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Wastewater treatment processes; industrial and commercial pretreatment processes; separate storm water sewer systems.

Basic chemistry principles, sample collection, basic laboratory testing methods, and quality assurance program principles.

Operation and maintenance of equipment used for the evaluation of commercial and industrial waste, storm water, ground water, and water conservation.

Data collection and recordkeeping practices.

Technical writing principles.

Pertinent federal, state, and local laws, ordinances, and rules.

Water conservation best management practices, methods, and techniques, including irrigation and plumbing principles.

Safe work methods and safety regulations pertaining to area of assignment.

Principles and practices of effective customer service.

Basic principles and practices of water meters, including interpretation, access, and detecting leaks.

Principles and practices of water billing and rates.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to an Associate's degree with major course work in chemistry, bacteriology, biology, environmental sciences, or a related field.

Experience:

One year of responsible work experience performing physical, chemical, biochemical, and bacteriological analysis of water or wastewater, and/or performing site evaluations of commercial and industrial facilities.

Experience working with a municipal wastewater pretreatment program and water conservation program is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a California Water Environment Association (CWEA) Environmental Compliance Inspector Grade I certification within eighteen months of appointment.

Established: 11/18/2013

Resolution #: 2013-150 N.C.S.; 2021-109 N.C.S.

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Department: Public Works and Utilities

FLSA Status: Non-Exempt