



SENIOR 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:	Senior Environmental Program Technician	Effective Date:	March 1, 2020
Working Title:	Senior Environmental Program Technician	Type:	Non-Represented
Department:	Public Works	Supervisor:	Environmental & Technical Division Manager
FLSA Status:	Non-Exempt	Supervises:	None – Lead Worker to Environmental Program & GIS Technicians

CLASSIFICATION SUMMARY

Under the general supervision of the Environmental & Technical Division Manager, the Senior Environmental Program Technician serves as the lead for Environmental Program staff and assists with design, development, and implementation of City's environmental and technical programs for the Public Works Department. The position takes the lead role in the development and coordination of selected stormwater policies, plans, programs, and procedures to comply with the City's National Pollutant Discharge Elimination System (NPDES) Phase II Permit, Total Maximum Daily Load (TMDL) Implementation Plan and Water Pollution Control Facilities (WPCF) Permit for operation and management of Underground Injection Control (UIC) devices. Duties include comprehensive and highly technical work in support of environmental programs and initiatives as required through the Federal Clean Water Act (CWA) and Safe Drinking Water Act (SDWA). Incumbent assists with budget planning and accounting for specific stormwater programs, grant/contract administration and writing grant/contract documents. This position coordinates environmental monitoring, coordinates enforcement actions, writes technical reports, provides direction, training, and support to Stormwater staff, and responds to public inquiries on environmental issues.

As the Public Works Department's technical lead, this position takes a lead role in designing and implementing new programs, procedures, and plans to comply with regulatory requirements and to support asset management goals including the design and development of data acquisition and tracking procedures for stormwater related assets and inventories. Incumbent is responsible for developing and coordinating the City's stormwater asset management program, which includes managing databases, developing data standards and procedures, and scheduling data collection and data maintenance activities.

This classification requires knowledge and understanding of environmental policies, codes, regulations, procedures, and methods as well as the ability to apply this knowledge, both in the office and in the field with limited supervision. Position also requires an understanding of public works infrastructure, environmental monitoring, and sample/data collection. Incumbent must have the ability to manage projects, solve complex problems, develop recommendations from collected data; produce professional reports, interpret and explain City and Department policies related to assigned projects, activities and procedures to a variety of audiences; exercise independent judgment; and provide effective leadership.

SUPERVISION

This position does not supervise, but does perform Lead Worker role for the Environmental Program & Geographic Information System (GIS) Technician classifications. See Lead Worker duties for more information.

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 majority of this job indoors with occasional work 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.

65% Environmental Program Functions

Assists with development of program requirements for the NPDES Phase II permit, the TMDL Implementation Plan and the WPCF permit; researches and recommends program priorities; plans, organizes and implements work activities to meet established program goals and objectives; develops annual work plans; develops tracking procedures and maintains databases for documentation; evaluates program progress and performance; and tracks resources and program costs.

Assists with the development of contract documents, serves as the point person for ongoing contract administration, assigns and reviews contracted work to ensure accuracy and completeness; and tracks invoices contract budgets.

Coordinates the Municipal Pollution Prevention (O&M) Program; collaborates with department staff; develops and evaluates operations and maintenance plans to support environmental compliance and asset management goals; provides technical support, guidance and assistance; develops tracking procedures and data management tools; conducts inspections of facilities and/or work sites to identify environmental concerns and/or non-compliance issues; makes recommendations as appropriate.

Coordinates complaint response and enforcement actions across all required programs; responds to environmental incidents as needed; follows established emergency response procedures and executes enforcement response plans; follows City enforcement protocols; and recommends and implements enforcement actions as necessary to comply with federal, state, and local law.

Reviews and evaluates environmental management plans and projects to meet regulatory requirements; tracks implementation of plans and projects; documents progress; and performs evaluations, assessments, and analysis for regulatory reporting.

Prepares and presents program-related content verbally and in writing to staff members, committees, councils, board members, regulatory agents, and members of the public as directed.

20% Technical Program Functions

Utilizes GIS and other database interface tools to input data, update geodatabases, create and edit data, perform queries, conduct spatial and statistical analysis, and create maps and map products.

Compiles, organizes, interprets and analyzes data to produce information in the form of reports, graphs, project lists, maps, exhibits, etc. to support environmental compliance and asset management functions within the department.

Provides technical support to Public Works and other city staff regarding GIS and asset management functions; assists maintenance personnel with stormwater related issues, including map creation, asset identification, and infrastructure verification; performs data tracking, and other tasks as needed.

Collaborates with IT to acquire and maintain software licensing, ensure secure access to data for programs of responsibility, and follow data preservation standards and policies.

10% Leadership and Administrative Functions

Leads, motivates, and trains Division staff; prioritizes, schedules, assigns, and reviews work and provides input on staff performance.

Assists with Division budget preparation; monitors program expenses; recommends program-related budget priorities; reports program related expenses and forecasts costs.

Responds to citizen inquiries or complaints; interprets City policy, utilizes available resources to provide timely customer service; and resolves problems in a professional manner.

Participates in developing program partnerships with external agencies and organizations; and assists in development of multi-agency agreements.

5% Other Related Functions

Operates as an effective member of the Public Works team.

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

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

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.

MINIMUM QUALIFICATIONS

Education & Experience

Bachelor's degree in Environmental Science, Biology, or other applicable natural resource field and four years of experience in a technical or research-related environmental position; or Master's degree in Environmental Science, Biology, or other applicable field and two years of experience in a technical or research-related environmental position; and two years of Lead Worker or Supervisory experience as well as demonstrated proficiency with GIS and Excel; 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 and maintained during employment: Valid Oregon driver license and NIMS ICS 100, 200, and 700 Certification.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Advanced principles of environmental science including practices and techniques of environmental protection, enhancement, erosion control, and water quality/pollution control.
- Public Works infrastructure including stormwater and wastewater assets.
- Local, state, and federal laws and regulations relating to environmental programs and stormwater.
- Advanced GIS concepts, including map design, data analysis, formulating queries, data manipulation, asset manipulation and table edits.
- Advanced principles and practices of data gathering, modeling and research techniques.
- Advanced principles of data management, asset, workload element tracking and statistical analysis.
- 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.

Skill & Ability

- Collect field data and samples; analyze and make recommendations regarding environmental data and sampling results.
- Assist with management of complex scientific processes; create, maintain, and edit GIS data to produce technical documents; and work simultaneously on multiple tasks.
- Assists with draft technical contract language and act as point person for stormwater contracts to ensure timely, accurate, and quality work is performed for the City.
- Perform professional-level work under limited supervision; exercise independent judgment and initiative within established guidelines.
- Analyze assigned environmental programs and related administrative and operational issues; evaluate alternatives; prepare timely, accurate, understandable, detailed reports; present sound, logical, fact-based conclusions and recommendations.
- Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to assigned environmental program responsibilities. Communicate effectively with the public regarding complicated environmental issues both in written and oral format.
- Learn processes, regulations, laws and ordinances unique to organization and locale.
- Utilize word processing, spreadsheet, database and network operating systems sufficiently to perform assigned duties.
- Ensure proper maintenance of all required files, records and documentation.
- Establish and maintain effective, harmonious, productive working relationships with other employees, representatives of governmental and community agencies, and the public. Work effectively as a productive team member.
- 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.
- May require specialized certification depending on job assignment.