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.

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CLASSIFICATION SUMMARY

Under the general supervision of the Environmental & Technical Division Manager, the Senior Environmental Program Technician assists with design, implementation, and support of City programs in the Stormwater Division for the Public Works Department. The position takes the lead role in assisting in the development and implementation of selected stormwater policies, programs, and procedures for 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 are required through the Federal Clean Water Act (CWA) and Safe Drinking Water Act (SDWA) as well as the design and development of data acquisition and tracking procedures for stormwater related assets and inventory.

The Senior Environmental Program Technician is the Public Works Department’s technical lead. This position takes a lead role in designing and implementing new stormwater programs, procedures, and plans to comply with current and future regulatory requirements and asset management and development of tracking strategies required through the various regulatory stormwater programs. Assists with budget planning and accounting for specific stormwater programs and contractual document writing. Point person for contract administration, stormwater monitoring coordination, technical report writing, providing work direction and training to other Stormwater staff, and responding to public inquiries on stormwater issues. Responsible for developing the structure of the City’s stormwater asset management procedures and coordinating stormwater monitoring.

This classification requires knowledge and understanding of environmental policies, codes, regulations, procedures, and methods and the ability to apply this knowledge, both in the office and in the field with limited supervision. Position also requires an understanding of stormwater monitoring, sediment monitoring, sample collection, and reporting. Incumbent must have the ability to develop recommendations from collected data; 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 and coordination in developing solutions and recommending new techniques. The incumbent also serves as the lead for Environmental Program staff.

SUPERVISION

This position does not supervise, but does perform Lead Worker role for the Environmental Program Technician. 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.

60% Environmental Program Functions
Assists with development of program requirements for the NPDES Phase II permit, the TMDL Implementation Plan for the Willamette Basin and the WPCF permit for the operations and management of UICs.

Assists with the development of contract documents, point person for ongoing contract administration, tracks invoicing and contractor workload to remain within budget. Tracking and review of contractor work to ensure accuracy and completeness.

Develops tracking and data management strategies to be used by the Stormwater Operations & Street Division for permit specific requirements.

Develops and maintains stormwater databases; tracks permit and management plan stormwater requirements to allow the Public Works Department, as required by permit, to respond immediately to emergency situations, to provide quality and timely customer service and extract statistical data required by DEQ.

Responds to Keizer residents, City Councilors, other agencies, and City staff in regard to stormwater education or regulatory issues.
Assists with review and evaluation of existing, new and updated stormwater management plans (internal and external) as well as ongoing annual program evaluation and required annual reporting for the City’s three federally-regulated stormwater programs.

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.

20%  **Stormwater Asset Management & Geographic Information System (GIS) Analysis**

- Creates and edits stormwater asset information as needed to update map information and correct data errors.
- Manipulate GIS database to accurately query information on current stormwater system assets, run analysis for stormwater program planning and regulatory reporting, and provide information to outside or regulatory agencies.
- Communicates and follows up on GIS and other software technical needs with the appropriate City personnel.

10%  **Field and Lead Worker Responsibilities**

- Leads, motivates, trains, prioritizes, schedules, assigns, and reviews the work of Environmental Program staff.
- Respond to citizen inquiries or complaints. Interpret City policy, past practices, and available resources to determine response to citizen requests.
- Assists maintenance personnel for stormwater related issues, including map creation, asset information, data tracking, and other tasks as needed.
- Verifies stormwater infrastructure data.

10%  **Other Related Functions**

- Assists with budget preparation, including budget-related program tracking and program cost forecasting.
- Prepares short and long term projects and work assignments; maintains records of materials and equipment used; maintains time sheets and other work and personnel reports as required; provides weekly reports to supervisor.
- Responds to environmental incidents as directed.
- Conducts inspections of facilities and/or construction sites to identify environmental concerns and/or non-compliance issues as needed. Follow City enforcement protocols; recommend and implement enforcement actions as needed.
- 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.
- Attends conferences and/or training sessions relevant to environmental services standards.

**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: 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.