



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:	Environmental Program Technician	Effective Date:	August 2, 2021
Working Title:	Environmental Compliance Coordinator	Type:	Non-Represented
Department:	Public Works	Supervisor:	Environmental & Technical Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the direction of the Environmental & Technical Division Manager and the lead of the Senior Environmental Program Technician, the Environmental Program Technician performs highly technical work in support of environmental compliance with federal, state, and local laws and policies. The classification coordinates environmental programs and implements projects and comprehensive operating, action, and quality assurance/quality control plans through the application of scientific principles and methods. This classification requires working knowledge of environmental laws and policies and pollution prevention techniques with the ability to apply this knowledge with limited supervision.

Incumbents must have the ability to develop and implement environmental studies; maintain detailed records; collect consistently accurate data; interpret and analyze data; develop and maintain data management systems; and effectively communicate protocols, procedures and technical information to City staff and the public. This classification will be required to perform environmental monitoring; respond to environmental complaints; inspect and evaluate sites and facilities for environmental hazards and/or non-compliance issues; and exercise independent judgement in performing duties. Incumbents must have the ability to communicate effectively and present technical information to a variety of audiences, both verbally and in writing.

SUPERVISION

Not a supervisory position.

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 work both indoors and 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.

85% Environmental Compliance Duties

Implements and monitors environmental programs, projects and plans to comply with federal, state and local regulations; assists with the development and revision of operational plans, design standards and City codes; assists with the development and maintenance of data management systems; performs detailed recordkeeping; tracks resources and expenses; accurately inputs data into appropriate databases; performs statistical analysis; and produces required reports on weekly, monthly, quarterly, annually, and as-needed basis.

Administers the Erosion Control Program: provides program customer service, intakes permit applications, reviews erosion and sediment control plans, performs inspections of construction sites to identify environmental hazards and/or non-compliance issues, follows City enforcement protocols, and provides technical support to staff and the public.

Coordinates the Post-Construction Program: supports the Operation and Maintenance plan; implements the Inventory and Inspection plan; and provides technical support to staff and the public regarding green stormwater infrastructure.

Performs technical work in support of the Illicit Discharge Detection & Elimination Program: responds to reports, complaints and incidents to detect and eliminate illegal discharges, conducts field reconnaissance, coordinates Dry-Weather Screening activities, collects water quality samples and data; inspects stormwater facilities; follows City enforcement protocols; and provides technical support to staff and the public.

Performs technical work in support of the Municipal Pollution Prevention Program: evaluates pollution potential in operations, provides technical support and guidance to Public Works staff on environmental compliance and best management practices, recommends pollution prevention strategies and techniques; collaborates with staff to integrate compliance strategies into workflows; and provides routine training to staff.

Implements the Total Maximum Daily Load (TMDL) Implementation Plan: designs and implements environmental studies, performs environmental monitoring and water quality assessments, conducts a variety of fieldwork in support of projects, collects, analyzes and interprets data, and generates required reports.

Executes the Underground Injection Control (UIC) Management and Monitoring Plans: provides technical guidance and program customer service, facilitates the stormwater monitoring program; performs storm tracking, maintains, calibrates and deploys monitoring equipment, mobilizes and collects samples, mobilizes and conducts spill response according to established protocols, inspects public and private UICs, implements maintenance protocols, follows City enforcement protocols, and provides routine training to staff.

10% Additional Environmental Duties

Responds to environmental incidents as directed.

Performs research to support compliance and to inform environmental studies and program implementation.

Provides support to the Environmental Education Coordinator; performs public education and outreach as needed.

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

Prepares and presents data verbally and in writing to members of various boards, committees, task forces, state and federal regulatory staff, partner agency staff, and members of the public.

Collects and inputs infrastructure data and other assets into the City's geographic information system (GIS); utilizes GIS to perform basic queries, create maps and exhibits, and generate reports.

5% General Duties

Follows all Personnel Policies and abides by the Ethical Standards and Core Values of the City.

Operates as an effective member of the Public Works team; keeps the Division Manager and team informed of project status and program progress.

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

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.

Emergency on-call as directed by supervisor.

MINIMUM QUALIFICATIONS

Education & Experience

Associates degree in Environmental Science and four years of experience in a technical or research-related environmental position; or Bachelor's degree in Environmental Science, Biology, or other applicable field and two years of experience in a technical or research-related environmental position; or Master's degree in Environmental Science, Biology, or other applicable field and one year of experience in a technical or research-related environmental position; and demonstrated proficiency with geographic information system (GIS), global positioning system (GPS), and Excel programs; 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.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Principles of environmental science, environmental justice, and environmental protection.
- Local, state, and federal laws and regulations relating to environmental programs.
- Principles and practices of data gathering, modeling, and research techniques.
- Principles of data management and statistical analysis.
- Basic GIS concepts, practices, and techniques.
- Pollution prevention, abatement, and/or mitigation techniques (esp., water quality protection).
- Erosion prevention and sediment control (EPSC) best management practices.
- Plan review and/or construction site operation.
- Low impact development (LID) techniques and practices.
- 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.
- Current computer capabilities and applications as they relate to the duties of the position.

Skill & Ability

- Collect field data and samples, analyze data, and make recommendations based on results
- Maintain complete and accurate records to document all required programs, activities and responsibilities, evaluate records, workflows and operational strategies for assigned environmental programs, and present sound, logical, fact-based conclusions and recommendations.
- Utilize word processing, spreadsheet, database, and network operating systems sufficiently to manage complex scientific processes and produce technical documents.
- Understand, interpret, apply, and comply with City policies, codes, and ordinances in the performance of duties.
- Understand, interpret, apply, and comply with federal and state laws, policies and regulations in the performance of duties.
- Communicate effectively, both verbally and in writing, and represent the City in a professional manner.
- Perform professional-level work under limited supervision; work simultaneously on multiple tasks, and exercise independent judgment and initiative within established guidelines.
- Prepare timely, accurate, understandable, and detailed reports
- Establish and maintain effective, harmonious, productive working relationships with other employees, representatives of governmental and community agencies, and the public.
- 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, NIMS IS 100, 200, 700, and 800 Certification and Certified Erosion & Sediment Control Lead Certification (CESCL).
- May require additional specialized certification depending on job assignment.