



JULY 2012
FLSA: NON-EXEMPT

ENVIRONMENTAL TECHNICIAN

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, performs a variety of routine technical duties in support of the District's Source Control, Air Quality and Odor & Corrosion Control Programs including monitoring and sampling of wastewater discharges and air emissions from sewers and plant processes, maintenance of sampling equipment, operation and maintenance of the wastehauler station and oversight of chemical discharges into the sewers for sulfide control.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or management staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This class is responsible for variety of technical duties in support of various District programs such as cleaning and maintenance of sampling equipment, collecting and processing samples, maintaining the cleanliness of the District's waste hauler station, and otherwise supporting District staff as necessary. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Assist in conducting a variety of wastewater and vapor phase sampling activities including downstream and trunkline sampling and industrial and non-industrial wastewater sampling.
- Install samplers; retrieve samples according to procedures; prepare all sample preservation solutions according to EPA specifications; submit samples to laboratory for analysis; prepare required documentation.
- Maintain duplicate samples; properly dispose of outdated samples following established procedures.
- Clean, maintain, repair, and calibrate sampling equipment following established procedures and maintenance schedules; change batteries; replace parts as appropriate and/or arrange to repair malfunctioning equipment.
- Conduct systems checks on instrumentation such as samplers, H₂S monitors, pressure monitors, pH meters, and LEL meters to verify that the sampler functions properly.
- Conduct quarterly inventory of all field equipment; update and distribute computerized inventory reports to all supervisors.
- Sample and inspect wastehaulers to ensure that only authorized substances are being disposed of at

the wastehauler station according to the District's sampling plan; review wastehauler manifests to ascertain waste loads and the appropriateness of waste sources; respond to routine wastehaulers' inquiries and complaints; maintain required records and notify supervisor of any discrepancies.

- Inspect wastehauler facilities; respond to and correct routine problems at the wastehauler station, including replacement of hoses, unclogging screens, cleaning spills, and related cleaning, maintenance, and repair activities.
- Assist with identifying new permittees by canvassing industrial zoned areas; interview industry representatives; submit findings to supervisor.
- Maintain and stock supplies for the business unit including sample bottles, cups, gloves, brackets, chemicals, rope, tape, and safety glasses.
- Maintain manual and computerized logs and records.
- Oversee delivery of chemicals to regional chemical feed stations including establishing delivery schedules with suppliers, observing chemical filling into tanks, approving bill of lading and ensuring suppliers follow all safety requirements.
- Oversee caustic soda dosing in sewers including scheduling with suppliers, observing discharge into sewers, traffic control and approving bill of lading.
- Assist with traffic control for chemical deliveries and sampling of sewers and related structures.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Techniques and methods used in routine facilities maintenance.
- Methods and techniques of sampling.
- Basic operating characteristics of field instruments and equipment.
- Basic mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Basic techniques and methods for gathering and reporting information.
- Standard office equipment including computers and applicable software applications.
- Traffic control regulations and procedures.
- Chemical hazards and proper safety precautions.
- Principles and procedures of record keeping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Maintain and update manual and automated records and logs.
- Generate a variety of written reports and documents.
- Properly set up and operate field equipment and instruments including safety equipment.
- Work safely and adhere to principles of safety when working near traffic or in other environments.
- Respond to routine requests and inquiries.
- Understand and follow oral and written instructions.
- Maintain accurate logs, records and basic written records of work performed.
- Apply and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Make sound decisions within established policy and procedural guidelines.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent. Additional specialized training or coursework related to area of assignment is desirable; AND
2. Some experience as a laboratory assistant or other related experience, including experience in performing basic sampling and laboratory testing is desirable.

License or Certificate:

- Possession of a valid California class C driver's license.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in the field, to take samples on various District sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification and standing in work areas and walking between work areas and to conduct inspections is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.