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 direct or general supervision or direction, performs a variety of routine technical duties in support of the District’s Source Control, Air Quality and Odor & Corrosion Control Programs and the District’s discharge permit, including monitoring and sampling of wastewater discharges and air emissions from sewers and plant processes, trunk lines and beach, maintenance of sampling equipment, operation and maintenance of the wastehauler station and oversight of chemical discharges into the sewers for sulfide control; and cleans beach sampling vehicles and coordinates vehicle maintenance as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the first of four (4) levels within both the environmental and source control inspection job series. This class is responsible for a variety of routine and technical duties in support of various District programs and the District’s discharge permit such as cleaning and maintenance of sampling equipment, collecting and processing samples, maintaining the cleanliness of the District’s wastehauler station, attending to assigned areas in a timely manner, and performing a wide variety of tasks in the assigned area of responsibility. 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. This class is distinguished from the Environmental Specialist in that the latter provides general, specialized, and more complex analysis related to sampling and testing responsibilities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

- Assists in conducting a variety of sampling activities including downstream and trunkline sampling, industrial and non-industrial wastewater sampling, trunk lines, digester gases, and, when assigned to microbiology, beach water.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Installs samplers and troubleshoots samplers as required; retrieves samples according to procedures; prepares all sample preservation solutions according to EPA specifications; submits samples to laboratory for analysis; prepares required documentation; when assigned to microbiology, prepares preprinted Laboratory Information Management System (LIMS) sample labels, ice chests, temperature guns, and other sampling gear.
Logs and/or receives samples into LIMS according to established procedures; monitors sample temperature during transportation; prepares all sample preservation solutions to EPA specifications, as required; preserves samples and documents in sample preservation log.

Maintains duplicate samples; properly disposes of outdated samples following established procedures.

Cleans, maintains, repairs, and calibrates sampling equipment following established procedures and maintenance schedules; changes batteries; changes out distributors arms; repairs or arranges for repair of malfunctioning equipment; logs all maintenance performed.

Conducts system checks on instrumentation such as samplers, H2S monitors, pressure monitors, pH meters, flow meters, and LEL meters to verify that samplers function properly; downloads sample logged data such as sampling history, temperatures, pH, and flow as applicable; enters surf zone water temperatures and all beach observations into LIMS.

Conducts quarterly inventory of all field equipment, laboratory samplers and pH probes; updates and distributes computerized inventory reports to all supervisors.

Inspects Plan 1 influent, Plant 2 influent and final effluent sampling facilities; responds and corrects routine problems including replacement of hoses and checks for clogs.

Samples and inspects wastehaulers to ensure that only authorized substances are being disposed of at the wastehauler station according to the District’s sampling plan; reviews wastehauler manifests to ascertain waste loads and the appropriateness of waste sources; responds to routine wastehaulers’ inquiries and complaints; maintains required records and notifies supervisor of any discrepancies.

Inspects wastehauler facilities; responds to and corrects routine problems at the wastehauler station, including replacement of hoses, unclogging screens, cleaning spills, and related cleaning, maintenance, and repair activities.

Cleans and maintains assigned vehicles including washing and vacuuming; reports needed truck and mechanical repairs to the auto shop; coordinates routine vehicle servicing with auto shop as necessary.

Assists with identifying new permittees by canvassing industrial zoned areas; interviews industry representatives; submits findings to supervisor.

Maintains and stocks supplies for the business unit including sample bottles, cups, globes, gloves, buckets, brackets, chemicals, rope, tape, safety glasses, sample poles, and sampler tubing.

Maintains manual and computerized logs, records and chain of custody documentation.

Oversees delivery of chemicals to regional chemical feed stations including establishing delivery schedules with suppliers, observing chemical filling into tanks, approving bill of ladings and ensuring suppliers follow all safety requirements.

Oversees caustic soda dosing in sewers including scheduling with suppliers, observing discharge into sewers, traffic control and approving bill of lading.

Assists with traffic control for chemical deliveries and sampling of sewers and related structures.

Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Techniques and methods used in routine facilities maintenance.
- Methods and techniques of sampling, sterile technique, sample preservation and sample transport.
- Basic operating characteristics of samplers, field instruments and equipment.
- Basic mathematical principles and calculations.
- Basic techniques and methods for gathering and reporting information.
- Standard office equipment including computers and applicable software applications.
- Traffic control regulations and procedures.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the area of assignment.
- 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.
➢ Principles and practices of customer service and techniques for effectively communicating 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.
➢ Observe conditions at sample locations that might influence sample results.
➢ 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.
➢ Collect, label and preserve samples.
➢ Clean, program, and perform minor repairs on samplers.
➢ Safely and effectively use and operate tools, samplers, and equipment required for the work.
➢ Make and record observations.
➢ Properly set up and operate field equipment and instruments including safety equipment.
➢ Observe conditions at sample locations that might influence sample results.
➢ Work safely and adhere to principles of safety when working near traffic or in other environments.
➢ Make sound decisions within established policy and procedural guidelines.
➢ Make and record observations.
➢ Properly set up and operate field equipment and instruments including safety equipment.
➢ Observe conditions at sample locations that might influence sample results.
➢ Work safely and adhere to principles of safety when working near traffic or in other environments.
➢ Make sound decisions within established policy and procedural guidelines.
➢ Make and record observations.
➢ Properly set up and operate field equipment and instruments including safety equipment.
➢ Observe conditions at sample locations that might influence sample results.
➢ Work safely and adhere to principles of safety when working near traffic or in other environments.
➢ Apply and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
➢ 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.
➢ Make accurate arithmetic calculations.
➢ Effectively communicate in person, over the telephone, and in writing.
➢ Utilize a computer, relevant software applications and/or other equipment.
➢ Operate a motor vehicle to travel to various District sites.
➢ Work extended hours, including nights, weekends and holidays when necessary.
➢ Work independently in the absence of supervision.
➢ Adhere to safe work practices and procedures in the workplace.
➢ 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 G.E.D., supplemented by specialized training or coursework in chemistry, biology or a related field; AND
2. Two (2) years of related work experience, including experience in performing basic sampling and laboratory testing.

Licenses and/or Certifications:
➢ 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 and laboratory, and to take samples at various District sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points; ability to operate a motor vehicle to travel to various District sites, projects and/or meetings; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person, before groups, and over the telephone. Standing in work areas and walking between work areas, within treatment plants, and in the field and to conduct inspections and take samples is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate laboratory and 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 35 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work indoors or in the field and may be exposed to loud noise levels, vibration, chemicals, 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.