

**ENVIRONMENTAL SERVICES TECHNICIAN**  
Salary Range: 25 (Public Service Salary Schedule)

**DEFINITION**

Under the direction of the Environmental Services Operations Manager, performs a variety of tasks and duties to assist the Environmental Services Operations Manager with division administration in order to ensure compliance with the Public Services Department's environmental and stormwater quality permits, plans, programs, and activities.

**DISTINGUISHING CHARACTERISTICS**

This is an entry level class that provides a high level of administrative support to the Environmental Services Operations Manager and the Environmental Services Division; researches, assists, and coordinates the processing of engineering and environmental plans; coordinates programs and activities to ensure compliance with federal, local, regional, and state rules and regulations; provides technical advice to the public; maintains plan files and engineering records; conducts research and prepares reports; performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

The Environmental Services Technician reports to the Environmental Services Operations Manager, and may provide direction and training to clerical personnel.

**ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Assists, coordinates and performs staff work to develop, implement, review, revise and ensure compliance with the City's MS4 stormwater management plans; coordinates efforts related to the MS4 permit with local, regional, and state entities and participates with volunteer groups and non-profit organizations; conducts and oversees illicit discharge field investigations and enforcement actions in accordance with MS4 permit requirements and City ordinances.
- Assists with the development, preparation, and implementation of environmental studies, and CEQA/NEPA programs; assists with compiling, evaluating, documenting and preparing environmental documents; assists with City reviews and comments on environmental documents prepared for adjacent jurisdictions.
- Assists with preparing and coordinating environmental permit applications for the U.S. Army Corps of Engineers, the California Department of Fish and Wildlife, the California Reclamation Board, the Regional Water Quality Control Board, or other environmental permits and approvals; assists the Industrial Facility General Storm Water Permit Technician.
- Assists and coordinates the City's Open Space Management Plan; assists with the managing of open space areas and nature preserves in accordance with various regulatory agency requirements; monitors reports and contracts to ensure compliance; plans, develops, and oversees the work of staff involved in open space preservations and urban forestry.
- Confers with engineers, developers, architects, and others in coordinating department matters; provides information and technical assistance regarding City environmental and development requirements.

- Coordinates and participates in public information activities and services regarding division assigned stormwater quality, conservation, and engineering and environmental programs and activities.
- Assists, and coordinates training activities for departmental and City staff.
- Prepares requests for proposals, contracts, and service agreements, including specification preparation; assists with the negotiation, administration and oversight of contract implementation.
- Assists with the preparation and presentation of the department budget; performs budget and expenditure review; makes recommendations.
- Performs regulatory research, site visits, soil and water sampling, evaluates pollutants, and writes reports.
- Stays informed on federal, state, and local water quality and environmental regulations, attends regulatory meetings, and provides written and oral information and data to departmental staff regarding regulatory changes and implications.
- Assists with writing, designing, and coordinating the production and distribution of educational and informational materials, webpages, and displays about stormwater and environmental maintenance for the purposes of public education and involvement.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Applicable federal, state, and local agencies laws, codes, and regulations, related to environmental programs and regulatory permits, and/or areas of assignment.
- Methods and techniques used in water and soil sampling and analysis.
- The use and maintenance of sampling equipment.
- Methods and techniques for record keeping and technical report preparation and writing.
- The proper use of English, spelling and grammar.
- The use of modern office practices, methods and equipment, including personal computer hardware and software.

#### **Ability to:**

- Work independently within given guidelines, prioritize and coordinate activities, and meet deadlines.
- Provide a high level of customer service to the public and City staff.
- Collect and present engineering/environmental data and information for reporting purposes.
- Perform a variety of physical and chemical tests in the field.
- Use computer technology and applications to prepare written and graphical reports in the performance of daily activities.
- Establish, maintain, and foster effective working relationships; communicate and interact effectively; accomplish assigned work and administrative tasks independently, and/or as part of a group.

- Maintain effective audio-visual discrimination and perception needed for making observations.
- Establish and execute work plans in a timely and competent manner; prioritize assignments and workload appropriately in order to meet deadlines.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

**Minimum Qualifications**

*Any combination of training, education and experience which would provide the required knowledge, skills and abilities is qualifying.*

Equivalent to the completion of the twelfth grade, and at least two (2) years of administrative experience in either the public or private sector performing duties related to compliance with environmental regulations.

**GENERAL QUALIFICATIONS****License Requirements**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements**

Incumbents appointed to this job must be physically able to perform the duties of this position including the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; travel to various work sites throughout the city to inspect work, supervise crews and attend meetings which may involve exposure to traffic, weather conditions, above-average noise, machinery hazards, and herbicides/pesticides; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office and field duties; lift light to moderately heavy weights; operate a motor vehicle; manual dexterity to use standard office equipment, supplies and small tools, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen and perform visual inspections in the field; hearing and speech to communicate in person and by telephone or radio.

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: June 2017*