



City of Irving Job Description

Environmental Compliance Technician

FLSA Status:	Non-Exempt	Job Department:	Water Utilities
Job Code:	U532	Reports To (Job Title):	Environmental Compliance Manager or Designated Supervisor

PURPOSE

To enforce federal, state, and local laws and regulations that pertain to all aspects of the Clean Water Act and to perform technical duties including sampling, monitoring, and inspecting drinking water, storm water, and industrial pretreatment waste programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Collect a variety of samples for laboratory testing and field tests, including industrial, composite, bacterial, stream, restaurant, potable water, landfill, and miscellaneous samples.
- Select and prepare chemical additives for sample preservation.
- Review ordinances, guidelines, and regulations regarding water quality.
- Clean, service, and repair sampling, metering, and analytical equipment.
- Maintain equipment maintenance files to track system performance and maintenance procedures.
- Investigate citizen complaints and oversee corrective actions.
- Create daily, weekly, monthly, and yearly reports for the City, Texas Commission on Environmental Quality, and Environmental Protection Agency.
- Develop, schedule, and implement monitoring plans for industrial pretreatment program.
- Participate in on-call rotation.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to sanitary sewer overflows and hazardous material incidents and assists the Fire Department and other emergency responders.
- Order field supplies, HAZMAT supplies, field chemicals, lab chemicals, and various equipment.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

May assist in making small purchases with city-issued p-card.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade plus some related college or vocational training.

EXPERIENCE

- Two (2) years of experience in water or wastewater systems, including water sampling and testing.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.
- Class C water license and Level II wastewater license from the Texas Commission on Environmental Quality.

KNOWLEDGE OF

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Self-Management: Working well independently and without supervision.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Judgment & Decision Making: Weighing the relative costs / benefits of a potential action.
- Written and Oral Expression: Communicating information and ideas in writing and/or through speech so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Position will have a variety of customer contacts; including: residents and local industrial and business representatives. Regulatory contacts include the EPA and the TCEQ regarding regulatory obligations.

EQUIPMENT AND PROPERTY

Employee will use sampling tools and equipment and the full scope of office equipment and machinery including computers, printers, fax machines and telephones. Use of a city vehicle is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to drive a vehicle, listen, see, and/or talk. Frequently, s/he is required to balance, carry, climb, crawl, grasp, kneel, lift up to 100 pounds, pull, push, reach, smell, stand, stoop, and/or walk. Occasionally, s/he is required to sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to blood-borne pathogens, confining work space, dirty environment, extreme temperatures or weather conditions, air contamination, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires her/him to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.