

Position: Environmental Services Technician I	Position Number:
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Public Work Operations Manger	Salary Grade: 29

### **Summary**

Collects and documents water samples (water quality monitoring) as needed for compliance with the Safe Drinking Water Act and the Clean Water Act. Assists in the development of testing schedules and in the identification of trends and causes of water quality variations. Maintains data to support water quality-related documentation, and reporting. May be expected to assist with data management such as asset management, managing flow data, and working together with volunteer groups on environmental restoration and protection.

### **Distinguishing Career Features**

The Environmental Services Technician I is a specialized technical position, responsible for optimizing sampling at various locations in the water distribution system. The Environmental Services Technician I must demonstrate the ability to carry out reliable techniques for sampling and gathering various water quality parameters. Advancement to this position is based on need and compliance with the qualifications of the position.

### **Essential Duties and Responsibilities**

- Investigates customer complaints about water quality. Obtains specific information concerning color, odor, clarity and location.
- Collects water samples for bacteriological and chemical analysis. Transports samples to laboratory for testing. Understands technical test results to assist in identifying concerns, trends, sampling errors, etc. Discusses results and laboratory analysis with complainant with recommendations for corrective measures as directed by supervisory staff.
- Collects samples in compliance with the requirements of EPA and the State of Oregon mandated sampling programs. (Bacteriological, lead, disinfection by-products, turbidity, organic compounds, etc.) Performs routine field tests for chlorine residuals and other water quality parameters.
- Assists with new water line construction to ensure compliance with standards. Assists with cross-connection/backflow prevention program.
- Assists with written correspondence and preparation of reports regarding water quality to both the general public and regulatory agencies as assigned by supervisory staff. Reports to regulatory agencies must comply with those agency's requirements concerning information reported and format parameters.
- Maintains water quality and system operation records, files, and reports in accordance with requirements.
- Assists with data management, which may include updating and analyzing spreadsheets, databases, and system inventories.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires considerable technical knowledge of practices, procedures, methods, and techniques of water quality sampling including laboratory techniques. Requires working knowledge of legal requirements and regulations applicable to water quality sampling particularly the Safe Drinking Water Act and the Clean Water Act. Requires knowledge of and skill in using specialized personal computer programs to support this level of work and common office productivity software. Requires sufficient math skill to perform complex statistical analysis. Requires sufficient English language skill to prepare technical communications and reports. Requires sufficient human relation skills to convey technical concepts to customers.

### ▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to follow complex sampling procedures and interpret technical laboratory results. Requires the ability to read maps, locate features, and interpret blueprints, plans and diagrams. Requires the ability to learn, interpret and apply City, State, and Federal policies, rules and regulations. Requires the ability to develop programs to meet requirements. Requires the ability to independently schedule and organize work assignments to ensure timely and effective completion. Requires the ability to establish and maintain positive work relationships with coworkers, regulatory agencies, and the general public.

### ▪ **Physical Abilities**

Requires the ability to function in an office and field environment engaged in work of primarily a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. Requires sufficient ambulatory ability to move about to office and outdoor field locations and to bend, stoop, reach, and climb on uneven terrain and in varying weather conditions. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

### ▪ **Education and Experience**

The position requires the equivalent of an Associates degree in water technology or related field with one year experience in water quality monitoring and testing.

### ▪ **Licenses and Certificates**

Requires a valid driver's license, Oregon Water Distribution Level 1 Certification, and Oregon Cross Connection Backflow Assembly Tester Certification (Required within one year of hire date).

### ▪ **Working Conditions**

Work is performed indoors and outdoors where safety considerations exist from variations in outdoor terrain, exposure to septic conditions and temperature variations.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*