Environmental Services Technician

**Distinguishing Characteristics:** The Environmental Services Technician is expected to work independently and have thorough knowledge or the skills to obtain thorough knowledge of environmental compliance matters as they relate to industrial wastewater pretreatment, water conservation, pollution prevention, storm water, ground water, and quality assurance principles.

The Environmental Services Technician receives direction from the Public Works Management Analyst/Public Works Senior Management Analyst, or designee.

**Examples of Duties: (include but are not limited to the following)**

- Initiate contact with businesses and the general public to provide general information regarding various environmental and water resource programs.
- Provide program management and technical advice to the public regarding water conservation; process water conservation rebate applications, promote city resource conservation programs, and create literature, and related information materials/supplies.
- Interpret and explain wastewater pretreatment, fats oils and grease, stormwater and water use and efficiency regulations to achieve compliance; issue Notices of Violation and take other routine steps as they relate to the enforcement of rules and regulations.
- Perform a variety of water conservation activities including, leak notifications, conduct water efficiency surveys, provide information or resources regarding installation of water saving devices.
- Prepare a variety of reports related to city and state regulatory environmental and resource programs, permits, regulations and water conservation.
- Perform regular stormwater, fats oils and grease, water-use and other inspections at City and private customer facilities.
- Create, document and manage documents, records and maps related to city environmental and regulatory programs and infrastructure.
- Review and analyze technical data and documents related to water-use efficiency, water conservation, and water supply planning.
- Create and maintain GIS object and layers as related to environmental and infrastructure resources and assets.
- Compile and maintain databases related to businesses, construction sites, inspections, and compliance issues.
- Respond to public inquiries in a courteous and professional manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; participate in community outreach efforts; and assist with the conduct of community outreach activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

**Ability to:**
Independently perform site evaluations for illicit storm water discharges.

Analyze, interpret and explain regulatory requirements and conservation program elements.

Maintain accurate records and prepare clear and concise reports, correspondence, and other written materials.

Perform water conservation, industrial discharger and storm water facility audits and site evaluations to identify irregularities and make sound recommendations.

Operate and use modern office equipment including a computer and applicable software.

Communicate effectively both verbally and in writing.

Effective and efficient use of software products such as Word, Excel, Powerpoint, ArcGIS, TrackiT and other software.

Establish and maintain effective working relationships with those contacted in the course of the work.

Knowledge and Skills:

- Wastewater treatment processes; industrial and commercial pretreatment processes; and separate storm water sewer systems.
- Operation and maintenance of equipment used for the evaluation of commercial and industrial waste, storm water, ground water, and water conservation.
- Data collection and record keeping practices.
- Technical writing principles.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Water conservation best management practices, methods and techniques including irrigation and plumbing principles.
- Awareness of MWEILO requirements is favorable
- Knowledge or experience with annual Water Quality, Pollution Prevention, Annual Regulatory Reporting is a plus.
- Safe work methods and safety regulations pertaining to the work.
- Principles and practices of effective customer service.
- Modern office procedures and computer equipment.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary to accomplish Environmental Services Technician duties. A typical way of obtaining the required qualifications is one year of responsible work experience working within municipal programs or other environmental resource management sectors or Associate’s degree from an accredited college with course work in environmental sciences, water resource management, environmental health or related field is required and a Bachelor’s Degree is preferred.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver’s license. Ability to obtain Water use Efficiency Grade 1 certification within 18 month of hire.