

SENIOR ENVIRONMENTAL TECHNICIAN

AGENCY/DEPARTMENT: Public Works/Solid Waste

Approved By HR Director: *Gordon Johnson*Date Approved: 10/27/2003
Date of Last Revision:

Reports to: Solid Waste/Equipment Services Director Supervises: N/A Conflict of Interest Code Filer:

JOB SUMMARY: Under general supervision, coordinates and oversees a variety of environmental, recycling, wastewater and water quality programs and projects; monitors water and wastewater systems in compliance with relevant governmental regulations; administers solid waste/recycling assessments and coordinates public awareness programs; oversees Cal-OSHA and other safety and compliance programs; and performs other related work as necessary.

Distinguishing Characteristics: This classification differs from the Environmental Technician classification in that its recycling efforts are focused upon industrial and commercial users, it is responsible for water/wastewater quality programs, and acts as Safety Officer for the agency. The Solid Waste Department's Environmental Technician works on recycling programs primarily involving residential users.

EXAMPLES OF ESSENTIAL FUNCTIONS:

RECYCLING PROGRAM

- 1. Coordinates citywide commercial and industrial recycling programs in conjunction with other public and private agencies.
- 2. Coordinates efforts with other public works divisions and other city departments regarding waste/source reduction strategies for residential, commercial and industrial entities.
- 3. Makes recommendations for the formulation of policies and procedures.
- 4. Writes and maintains information materials related to integrated waste management and recycling programs for public education.
- 5. Prepares reports, agenda items and informational items for the City Council, City Commissions and Federal and State agencies.
- 6. Represents the City to federal, state, and local agencies, community associations, and organizations on issues related to integrated waste management and recycling.
- 7. Responds to inquiries and handles complaints related to integrated waste management and recycling programs and initiates appropriate action to resolve problems.
- 8. Performs research in the area of solid waste recycling.
- 9. Gathers, compiles, and analyzes data; maintains databases.
- 10. Performs complex calculations to measure diversion rates.
- 11. Conducts surveys.
- 12. Conducts public awareness programs.

WATER/WASTEWATER PROGRAM

- 13. Ensures compliance the National Pollutant Discharge Elimination System (NPDES) and other federal, state, and local statutes.
- 14. Conducts inspections of industrial users' facilities.
- 15. Writes inspection reports.
- 16. Issues notices of corrections.

- 17. Collects water and wastewater samples to meet local, state, and federal monitoring requirements.
- 18. Conducts inspections and investigations into sources of illegal discharge.
- 19. Assists in the development, implementation, and monitoring of agency operations to ensure compliance with best management practices.

PUBLIC WORKS EMPLOYEE SAFETY PROGRAM

- 20. Acts as Safety Officer and liaison to the agency's Safety Committee.
- 21. Administers agency's safety programs to ensure compliance with Cal-OSHA and other federal, state, and local statutes.
- 22. Oversees, coordinates, and schedules safety inspections.
- 23. Provides information and performs research in response to Safety Committee requests.
- 24. Prepares safety reports.
- 25. Coordinates delivery of safety training.
- 26. Coordinates with other departments to ensure compliance with federal, state, and local regulations.

QUALIFICATION GUIDELINES:

EDUCATION: Associate's degree including coursework in business administration, chemistry, biology, mathematics, environmental engineering, or other subjects applicable to solid waste/recycling and water/wastewater quality control.

EXPERIENCE: Three (3) years in the development, coordination or implementation of safety compliance programs and recycling/environmental compliance programs which included experience in areas such as source reduction, promotion of recycling, and public relations.

KNOWLEDGE OF:

- ➤ Basic chemistry, mathematics, and administration and their application to water/wastewater quality.
- Industrial processes.
- Pretreatment regulations.
- General safety practices and procedures.
- Solid waste/recycling practices and procedures.
- Practices, techniques, and equipment used in integrated waste management and recycling operation.
- ➤ Local, state and federal legislation regarding integrated waste management and recycling programs.
- > Principles of public administration and public relations.
- Research methods.
- Modern office procedures and methods.
- Word processing and electronic spreadsheet application programs.

ABILITY TO:

- Operate computer hardware and software applications.
- Operate and maintain sampling and testing equipment.
- Make accurate mathematical calculations.
- Perform field solid waste/recycling audits.
- Maintain and organize detailed records.
- > Coordinate integrated waste management, recycling, and safety programs.
- Monitor and evaluate program performance according to established goals and objectives.

- Interpret and ensure compliance with federal, state, and local codes, laws and regulations pertaining to integrated waste management, recycling, and safety programs.
- Understand and carry out oral and written instructions.
- Prepare and effectively present oral and written reports, recommendations, and agenda items to staff, City Council and City commissions.
- Communicate clearly and concisely, both orally and in writing, with the general public, developers, architects, contractors, other department representatives, and office staff.
- > Establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

LICENSES:

Valid Class C CA drivers license and an acceptable driving record at time of appointment.

CERTIFICATIONS:

Ability to obtain appropriate job-related certificates.

SPECIAL REQUIREMENTS:

DESIRABLE:

- Grade I certification in industrial waste inspection.
- Ability to read and interpret blueprints. Knowledge of state and federal regulations regarding water quality, hazardous waste, industrial waste pretreatment and solid waste recycling programs.

FLSA Exemption Status: Non-Exempt

Employee Unit: San Bernardino Public Employees Association

DOT Program Participant: No

Job Family: Utilities - Technical/Field Maintenance
Career Progression: Environmental Technician
Senior Environmental Technician

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