



CITY OF CHINO

Environmental Technician

Definition:

Under general supervision, performs a variety of field and office work related to the implementation of the City's Environmental Engineering Programs (e.g., Storm water and Pretreatment); writes inspection reports and letters; maintains various written and electronic data files; may perform a variety of sub-professional field and office work related to sampling, flow metering, and other monitoring of the City's sewer and/or storm drain collection systems; and performs related work as assigned.

Class Characteristics:

The Environmental Technician is responsible for performing tasks requiring the knowledge of and experience in environmental science and technology.

Essential Functions:

- Conduct environmental compliance inspections to evaluate site compliance with the City's Environmental Engineering Programs (e.g., Storm water and Pretreatment Programs).
- Apply technical and/or scientific concepts to evaluate the effectiveness of various practices and controls to reduce or eliminate pollutant discharge to the environment.
- Write various technical reports (e.g. inspection reports) or letters (e.g. industrial user monitoring activity letters) and maintain various records (e.g. contract laboratory report submittals) and files (e.g. Industrial User Permit files) related to the City's Storm water and Pretreatment Programs.
- Oversee wastewater and/or storm water monitoring activities of industrial dischargers and/or contract laboratory.
- Collect samples from specific industrial users and designated locations in the City's sewer and/or storm drain collection systems. Follow proper sampling procedures.
- Respond to spills, complaints or illegal discharges related to the City's storm drain or sanitary sewer systems.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

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- Completion of college level course work in environmental science or a related field.

Experience:

- At least one year of work experience or college level education in an environmental discipline or a related field (required).

Knowledge of:

- Basic chemistry.

Working knowledge of:

- Water sample collection procedures and techniques.
- Flow monitoring techniques and theories.
- Designated sampling points for industrial users and connection points to Inland Empire Utilities Agency's (IEUA) Regional Interceptors ("Q-points").
- Mathematics including algebra.
- Data processing systems/applications.

Ability to:

- Prepare reports on a variety of subjects and maintain accurate records.
- Understand and follow verbal and written directions.
- Conduct environmental compliance inspections and thoroughly document findings.
- Communicate clearly and concisely, both orally and in writing.
- Accurately perform basic arithmetical calculations.
- Conduct proper work place safety practices, including traffic control.
- Understand, explain, and apply rules, regulations, laws, and policies.
- Represent the City at various meetings with other agencies and the general public.
- Interpret environmental laws and regulations and evaluate their impact to the City.
- Provide public information at the counter and in the field.
- Utilize engineering plans and technical documents.
- Work independently with minimal supervision.
- Use good judgment.
- Organize and maintain written and electronic data files.
- Use Microsoft Office software such as Microsoft Word and Excel.
- Deal tactfully and courteously with internal and external customers.
- Operate a computer and utilize a variety of software programs.

Special Requirements:

- Possess a valid California Water Environment Association (CWEA) Environmental Compliance Inspector certificate (highly desirable) or have the ability to obtain said certificate during the course of employment.
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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Physical Profile:

Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA/Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 04/20/2016

Replacing Environmental Technician classification specification 08/20/2015