

ENVIRONMENTAL TECHNICIANS

SUMMARY	Perform laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health, under the direction of an environmental scientist, engineer, or other specialist. May collect samples of gasses, soil, water, and other materials for testing. This class also may calibrate test instruments.
PRIMARY DUTIES & RESPONSIBILITIES	Collect representative environmental samples according to standard operating procedures. Collect scientifically defensible high quality environmental data that meets data quality objectives in accordance with Quality Assurance Plan. Manually or electronically enter environmental data into a database. Operate, maintain and/or calibrate environmental monitoring equipment according to standard operating procedures. Perform basic analysis of environmental data for attainment of standards, trends, equipment performance, pollution source identification, or condition. Coordinate environmental monitoring activities with outside groups to meet agency objectives. Assist in need assessment and selection of external contractors to perform environmental work, including scope and budget, and assist in review of contractor developed reports. Communicate environmental monitoring results to diverse audiences including the public or the scientific community.
KSA's	Methodologies and techniques for collecting environmental data including the design and function of environmental monitoring equipment. Agency policies, state & federal regulations, quality assurance and control, and data entry using relational databases. Existing and new environmental monitoring techniques and equipment. Strong customer service skills. Excellent interpersonal, written and oral communication skills. Demonstrated ability to balance, prioritize and organize multiple tasks. Demonstrated ability to synthesize feedback and adjust plans accordingly. Ability to operate, maintain and calibrate environmental monitoring equipment. Ability to collect representative environmental samples according to standard operating procedures. Ability to summarize completed tasks and/or monitoring results to senior staff through reports. Ability to utilize computer applications and programs in performance of daily tasks, acquiring field data and/or documenting activities.

JOB TITLE	ENVIRONMENTAL TECHNICIAN 1	ENVIRONMENTAL TECHNICIAN 2	ENVIRONMENTAL TECHNICIAN 3	ENVIRONMENTAL TECHNICIAN 4
JOB CODE	S10111	S10110	S10109	S10199
GRADE	17	19	20	21
FLSA STATUS	NON-EXEMPT	NON-EXEMPT	EXEMPT	EXEMPT
DETAILED DUTIES AND RESPONSIBILITIES	Performs basic analysis of environmental data for attainment of standards, trends, equipment performance, pollution source identification, or condition. Collect representative environmental samples according to standard operating procedures; Operate, maintain and/or calibrate environmental monitoring equipment according to standard operating procedures; Responsible for acquiring and replenishing field equipment or supplies, which may include obtaining quotes and writing justifications for approval;	Perform complex analysis of environmental data for attainment of standards, trends, equipment performance, pollution source identification, or condition. Collect representative environmental samples according to standard operating procedures. Identify and recommend changes in the standard procedures to improve process. Operate, maintain and/or calibrate environmental monitoring equipment according to standard operating procedures. Identify and evaluate emerging environmental monitoring equipment, resources and technology; Coordinate environmental monitoring activities with outside groups to meet agency objectives; Evaluate environmental monitoring challenges and problems with equipment and techniques and recommend solutions to resolve these issues; Query and analyze large environmental datasets for public records requests, reports and policy development; Benchmark environmental data collection systems and methods used by other jurisdictions to identify best practices. Identify ways to improve current Department systems and methods and recommend improvements. Coordinate the development of and lead technical training for external customers regarding environmental topics. This may include conducting training for certification purposes.	Perform advanced analysis of environmental data for attainment of standards, trends, equipment performance pollution source identification, or condition. Expert in collecting environmental samples according to standard operating procedures. Review and approve changes to standard procedures. Guide and direct the collection of scientifically defensible high quality environmental data that meets data quality objectives in accordance with Quality Assurance Plan. Lead the development of Quality Assurance Project Plans. Operate, maintain and/or calibrate environmental monitoring equipment according to standard operating procedures. Identify and evaluate emerging environmental monitoring equipment, resources and technology. Incorporate new equipment into monitoring design ensuring that data quality objectives are met. Perform advanced analysis of environmental data for attainment of standards, trends, equipment performance, pollution source identification, or condition; Evaluates complex environmental monitoring challenges and problems with equipment and techniques. Approve and implement solutions to resolve these issues; Approve hiring of external contractors to perform environmental work, based on need assessment, including scope and budget. Guide and direct oversight activities and review of contractor developed reports, Lead environmental monitoring program design, development of sample plans,	Maintain and utilize a thorough working knowledge of a broad range of technical and functional topics relevant to current field of work and applicable to the agency including emerging issues, new technologies and discoveries. Expert in environmental sampling, equipment function and repair according to SOPs across a wide range of environmental sampling equipment. Train others to operate, maintain, calibrate, repair, and troubleshoot complex issues across a wide variety of environmental monitoring equipment. Perform expert level analysis of data for attainment of standards, trends, equipment performance, pollution source identification, or condition. Design, guide, train, and direct the collection of scientifically defensible high quality environmental data that meets data quality objectives in accordance with Quality Assurance Plan. Operate, maintain and/or calibrate environmental monitoring equipment according to standard operating procedures. Evaluate the most complex environmental monitoring challenges and problems with equipment and techniques and trains others in those areas. Conduct systematic reviews and analysis of current equipment and emerging technologies to evaluate future needs to ensure data quality objectives and regulatory requirements are met. May develop calibration standards, sampling methodology and procedures, or sampling equipment when applicable. Coordinate advanced monitoring studies for

			and development of standard operating procedures; Collaborate nationally on environmental data collection systems and methods used by other jurisdictions to identify best practices. Identify and implement improvements to current Department systems and methods.	source identification, problem identification, or equipment testing. Evaluate and approve hiring of external contractors to perform environmental work, based on need assessment, including scope and budget. Direct, guide, and approve oversight activities and review of contractor developed reports. Lead environmental monitoring program design, development of sample plans, and development of standard operating procedures. Collaborate nationally on environmental data collection systems and methods used by other jurisdictions to identify best practices. Provide recommendations to management on the most complex guidance documents, technical reports, and manuals, and work following management's guidance to develop official comments for submittal to EPA. Identify and implement improvements to current department systems and methods.
MANAGEMENT OF RESOURCES	Identifies opportunities for use of solutions to improve efficiency and reduce waste	Identifies required resource trains, schedules and monitors resources; review and recommend processes for improved efficiency, may participate in hiring.	Identifies required resource trains, schedules and monitors resources; Trains staff regularly, accountable for the effective use of resources, Prioritizes and plans work activities; sets goals and objectives; communicates activities and results as appropriate, may participate in hiring.	Identifies essential resource requirements, schedules and monitors resources; and under management supervision, assists in cross-training staff. Accountable for the effective use of resources. Prioritizes and plans work activities for self; sets goals and objectives; communicates activities and results as appropriate. Coordinates and manages equipment inventory including the process for outdated equipment surplus.
SUPERVISION RECEIVED	High degree of supervision. Regularly provided specific instructions to complete tasks. Works within guidelines of established methods; obtains, clarifies and provides information within established parameters.	Works with minimal supervision and guidance. Regularly participates in reviews of assigned and completed tasks.	Works independently. Leads, clarifies and provides information, participates in reviews of completed tasks, focuses on solving conflict, Identifies opportunities for use of solutions to improve efficiency and reduce waste.	Works independently with minimal to no supervision. Leads, clarifies and provides information, reviews completed tasks; reviews and finalizes SOPs and SWs; Focuses on solving conflict; Frequently organizes and facilitates problem

				solving events to identify, develop, and implement solutions to increase production, improve efficiency and reduce waste.
BUDGETARY RESPONSIBILITY	N/A	Reviews and recommends equipment, resources and software as needed.	Reviews and recommends equipment, resources and software; may assist with development or preparation of program level budget; may initiate purchasing.	Expert in the review, research, and recommendation of equipment, resources, and software; Assists with the development or preparation of program level budget. Works directly with vendors to obtain quotes and facilitate purchases, repairs, and other vendor expenses. Anticipates future financial needs and escalates to management.
DECISION MAKING AUTHORITY	Prioritizes and plans work activities; sets goals and objectives; uses time efficiency; communicates activities and results as appropriate, Identifies opportunities for use of solutions to improve efficiency and reduce waste.	Coordinate the development of and lead technical training for external customers regarding environmental topics. This may include conducting training for certification purposes.	Guide and direct the development and implementation of technical training for external customers regarding environmental topics. This may include conducting training for certification purposes.	Direct, guide, and oversee the development and implementation of technical training for external customers regarding environmental topics. This may include developing and/or conducting training for certification purposes. Certifies staff for training completion and readiness to perform tasks.
EDUCATION & EXPERIENCE	Associate's degree plus 0-3 years of experience conducting environmental monitoring or a Bachelor's degree or higher in related field with no prior experience Pertinent training such as military or trade schooling may be evaluated for equivalency with college level coursework.	Associate's degree plus 4-7 years of experience conducting environmental monitoring or a Bachelor's degree or higher with 1 – 5 years of experience. Pertinent training such as military or trade schooling may be evaluated for equivalency with college level coursework	Associate's degree plus 7- 10 years of experience conducting environmental monitoring or a Bachelor's degree or higher with 6 – 8 years of experience. Pertinent training such as military or trade schooling may be evaluated for equivalency with college level coursework.	Associate's degree plus 10+ years of experience conducting environmental monitoring or a Bachelor's degree or higher with 8+ years of experience. Pertinent training such as military or trade schooling may be evaluated for equivalency with college level coursework.
LICENSURE/ CERTIFICATOIN	N/A	N/A	N/A	N/A
OTHER SELECTIVE PREFERENCES	Associate's degree plus 0-3 years of experience conducting environmental monitoring or a Bachelor's degree or higher in related field with no prior experience. Pertinent training such	Associate's degree plus 4-7 years of experience conducting environmental monitoring or a Bachelor's degree or higher with 1 – 5 years of experience.	Associate's degree plus 7- 10 years of experience conducting environmental monitoring or a Bachelor's degree or higher with 6 – 8 years of experience. Pertinent training such as military or trade	Associate's degree plus 10+ years of experience conducting environmental monitoring or a Bachelor's degree or higher with 8+ years of experience. Pertinent training such as military or trade

	as military or trade schooling may be evaluated for equivalency with college level coursework	Pertinent training such as military or trade schooling may be evaluated for equivalency with college level coursework	schooling may be evaluated for equivalency with other college level coursework.	schooling may be evaluated for equivalency with other college level coursework.
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