

## ENVIRONMENTAL TECHNICIAN

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general supervision, performs a variety of routine technical duties in support of OC San's Source Control, Air Quality and Odor & Corrosion Control Programs, and OC San's discharge permit, including monitoring and sampling of wastewater discharges and air emissions from sewers and plant processes, trunk lines and beach, maintenance of sampling equipment, operation and maintenance of the waste hauler station, and oversight of chemical discharges into the sewers for sulfide control; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This classification is the first of four levels within both the environmental specialist and source control inspection job series. This class is responsible for performing a variety of routine and technical duties in support of various OC San programs and OC San's discharge permit, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Environmental Specialist in that the latter provides general, specialized, and more complex analysis related to sampling and testing responsibilities.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Conducts a variety of sampling activities including collecting downstream and trunkline, industrial and non-industrial wastewater, gas, potable water, and/or surf zone samples; oversees sampling performed by contractors; gathers and prepares labels and sampling gear; installs and troubleshoots samplers; retrieves, preserves, and transports samples according to established procedures; tracks information using geographic information system (GIS) application.
- Prepares all sample preservation solutions according to Environmental Protection Agency (EPA) specifications; receives and/or preserves samples and documents in sample preservation log and in Laboratory Information Management System (LIMS) database according to established procedures; downloads data such as sampling history, temperatures, pH, flow, and observations as applicable; maintains duplicate samples; submits samples to laboratory for analysis; prepares required documentation; properly disposes of outdated samples following established procedures.
- Reviews and participates in updating sampling standard operating procedures; provides training to

- operations and maintenance and environmental services staff on sampling, preservation, and documentation procedures.
- Cleans, maintains, repairs, and calibrates sampling equipment following established procedures and maintenance schedules; repairs or arranges for repair of malfunctioning equipment; logs all maintenance performed.
  - Conducts system checks on instrumentation such as samplers, hydrogen sulfide (H<sub>2</sub>S) monitors, pressure monitors, pH meters, flow meters, and Lower Explosive Limit (LEL) meters to verify that samplers function properly.
  - Conducts quarterly inventory of all field equipment, laboratory samplers, and pH probes; updates and distributes computerized inventory reports to supervisors; maintains and stocks supplies for assigned business unit.
  - Inspects Plant 1 and Plant 2 influent and final effluent sampling facilities; responds and corrects routine problems including replacement of hoses and checking for clogs.
  - Inspects and collects samples from waste haulers to ensure only authorized substances are being disposed of at the waste hauler station according to OC San's sampling plan; reviews waste hauler manifests to ascertain waste loads and the appropriateness of waste sources; responds to routine waste haulers' inquiries and complaints; maintains required records and notifies supervisor of any discrepancies.
  - Inspects waste hauler facilities; responds to and corrects routine problems at the waste hauler station, including replacement of hoses, unclogging screens, cleaning spills, and related cleaning, maintenance, and repair activities.
  - Oversees delivery of chemicals to regional chemical feed stations including establishing delivery schedules with suppliers, observing chemical filling into tanks, approving bill of ladings, and ensuring suppliers follow all safety requirements; collects, replaces, and transports chemical barrels; collects samples from each delivery and sends to laboratory for analysis and testing.
  - Oversees caustic soda dosing in sewers including scheduling with suppliers, observing discharge into sewers, and approving bill of lading.
  - Receives, investigates, and responds to odor complaints; inspects sites, construction projects, and frame/cover replacement or manhole rehabilitation for potential odor problems; meets with contractors and/or residents to discuss odor issues and control procedures; refers escalated issues to the supervisor to determine follow up actions.
  - Cleans and maintains assigned vehicles including washing and vacuuming; reports needed truck and mechanical repairs to the auto shop; coordinates routine vehicle servicing with auto shop as necessary.
  - Assists with identifying new permittees by canvassing industrial zoned areas; interviews industry representatives; submits findings to supervisor.
  - Maintains manual and computerized logs, records, and chain of custody documentation.
  - Assists with traffic control for chemical deliveries and sampling of sewers and related structures.
  - Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
  - Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and techniques of sampling, sterile technique, sample preservation and documentation, and sample transport.
- Basic operating characteristics of samplers, field instruments, and equipment.
- Basic mathematical principles and calculations.
- Basic techniques and methods for gathering and reporting information.
- Traffic control regulations and procedures.

- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the area of assignment.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Properly set up and operate field and sampling equipment and instruments.
- Inspect and record observations and conditions at sample locations that might influence sample results.
- Collect, label, transport, and preserve samples.
- Clean, calibrate, and perform minor maintenance and repairs on samplers and related equipment.
- Safely and effectively use and operate tools, samplers, vehicles, and equipment required for the work.
- Operate a motor vehicle to travel to various OC San sites.
- Maintain accurate logs, records and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Make accurate arithmetic calculations.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in chemistry, biology, or a related field.
2. One (1) year of related work experience, including experience in performing basic sampling and laboratory testing.

**Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

### **PHYSICAL DEMANDS**

- Mobility to work in a laboratory and standard office setting and use laboratory and standard office equipment, including a computer; standing in work areas and walking between work areas is required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in the field and to take samples and conduct inspections at various OC San sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points.
- Ability to operate a motor vehicle to travel to various OC San sites, projects and/or meetings.
- Perform medium to heavy physical work; standing in work areas and walking between work areas, within treatment plants, and in the field and to conduct inspections and take samples is required.
- Lift, carry, push, and pull materials and objects up to 51 pounds, or heavier weights on an occasional basis with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances.
- Vision to inspect and operate equipment.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate laboratory and standard office equipment.
- Finger dexterity to operate and repair tools and equipment.

### **ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.