



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.
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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.
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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