

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Environmental Specialist		
<b>Job Code:</b>	TC5140	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	510	<b>Date Created:</b>	06/24/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs inspections and surveys in the areas of community air pollution, storm and surface water pollution, hazardous materials waste and related environmental concerns in the **TPW? Environmental Management and Water Departments**. Prepares reports and maintains records related to assigned programs and services. Provides assistance to Environmental Supervisor.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Inspects facilities and collects data and samples related to various environmental issues. Responds to citizen complaints regarding the environment.
2. Evaluates results of inspections, surveys and complaint investigations with regard to their environmental impact and compliance with applicable regulations. Prepares reports and other documentation related to inspections and investigations.
3. Testifies in court regarding City Ordinance violations.
4. Performs appropriate calculations and documentation to complete reports and maintain records. Uses computer to enter and store data.
5. Maintains supplies and calibrates equipment and supplies. Follows a preventative maintenance schedule.
6. Participates in educating industry, citizens and government representatives on various environmental federal, state and local laws, as well as city environmental operations and procedures.
7. Communicates violations, deficiencies or noncompliance to customers.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

**When assigned to the Environmental Collection Center:**

1. Handles household hazardous waste and some regulated hazardous materials.
2. Collects, consolidates and manifests household hazardous waste for disposal.
3. Operates a variety of hand tools and small power tools and performs grounds maintenance.

**When assigned to Environmental Collection Center Lab Analysis:**

1. Lab packs household chemical waste.
2. Analyzes and identifies unknown chemicals using standard laboratory procedures.
3. Schedules waste shipments and ensures proper manifesting procedures are followed.
4. Prepares monthly/quarterly reports required by the State.

**When assigned to the Spill Response:**

1. Provides emergency response for the removal of hazardous waste from small spills.
2. Maintains records for spill response actions.
3. Collects samples as necessary and maintain supplies.

**When assigned to Compliance:**

1. Collects, consolidates and manifests hazardous waste at City facilities.
2. Conducts environmental assessments of City facilities. Advises other departments of findings and recommendations.
3. Performs environmental site assessments of non-city owned properties as requested.
4. Prepares State Tier II reports.
5. Maintains MSDS data for all City Departments.
6. Collects and manifests waste shipments for recycling.
7. Assists with asbestos, lead paint abatement, and indoor air quality assessments.
8. Assists in maintaining compliance with storage tank regulations.

**When assigned to Air Quality:**

1. Loads and analyzes filter data.
2. Maintains daily and weekly logbook for each sampler.

### **When assigned to Storm Water Monitoring**

1. Performs pollutant tracking that may include, but not limited to, activities such as dye testing and storm drain tunnel entries.
2. Conducts bio assessments of local creeks.

### **When assigned to the Water Department Pretreatment Services Division:**

1. Performs essential functions as described above for all industrial and commercial facilities that discharge or have potential to discharge process water or spilled contaminants into the sanitary collection system.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - Principles and practices of chemical and biological analysis.
  - Water and waste water treatment and collection/distribution systems.
  - Operation, use, and care of pollutant and hazard detection equipment.
  - Chemical and biological reactions concerning analysis of wastewater and storm water.
  - Local, state, and federal regulations pertaining to environmental regulation.
  - City Ordinances.
- Skill in:
  - Photography and camera operation for documentation.
  - Documentation.
  - Sampling.
  - Judgment.
  - Decision-making.
  - Troubleshooting.
  - Data collection and analysis.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing
  - Assist in the establishment and execution of air, waste and water monitoring for environmental quality.
  - Analyze data and formulate conclusions.
  - Apply mathematical and statistical understanding towards techniques, practices and procedures related to monitoring environmental quality.
  - Interpret and explain City environmental control policies and procedures.
  - Prepare clear and concise reports. Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

### **QUALIFICATIONS**

#### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's Degree from an accredited college with major course work in biology, chemistry, environmental science, or a related field and two years of responsible experience in the investigation, monitoring, and enforcement of environmental quality rules and regulations.

**For Spill Response:**

Equivalent to the completion of the twelfth grade PLUS 40 hours HAZWOPER and 24 hours HAZMAT Emergency Response Training and two years of responsible experience in investigating, monitoring, and enforcement of environmental quality rules and regulations.

**For Environmental Collection Center:**

Equivalent to the completion of the twelfth grade and two years of responsible experience in handling regulated hazardous materials or household hazardous waste disposal experience.

**OTHER REQUIREMENTS**

Valid Texas Driver's License.

**For Water Department Pretreatment Services:**

Must be registered or have the ability to complete registration with the National Registry of Environmental Professionals (NREP) as an Associate Environmental Professional or higher level of competency.

**WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.