

## 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>	06/24/2015
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	03/26/2018

### GENERAL SUMMARY

Performs compliance inspections, conducts monitoring activities, and supports environmental projects and services in the areas of air pollution control; water, stormwater and surface water pollution control; hazardous materials and environmentally-hazardous waste management; soil/groundwater pollution control and closely-related environmental concerns in the Code Compliance (Environmental Quality Division) and/or Water Departments. Prepares reports and maintains records related to assigned programs and services. Provides assistance to Environmental Supervisors and/or Senior Environmental Specialists.

### 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 and surveys 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 sampling equipment, supplies, field logs, equipment logs 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.
4. Lab packs household chemical waste.
5. Analyzes and identifies unknown chemicals using standard laboratory procedures.
6. Schedules waste shipments and ensures proper manifesting procedures are followed.
7. 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 Land Quality:**

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 disposal or 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. Conducts air pollution control compliance inspections
2. Conducts air pollution monitoring activities, such as loading and analyzes filter data.
3. Maintains daily and weekly logbook for air compliance activities.
4. Support internal air pollution control compliance activities for City facilities and operations.

### **When assigned to Surface Water Quality:**

1. Conducts surface water and stormwater pollution control compliance inspections.
2. Conducts surface water and stormwater pollution monitoring activities and pollutant source tracking that may include, but are not limited to, activities such as field chemistry, dye-trace studies, drainage system entry and stream bioassessments.
3. Maintains daily and weekly logbook for surface water compliance activities.
4. Support internal surface water and stormwater pollution control compliance activities for City facilities and operations.

### **When assigned to 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.
2. Collect representative wastewater samples; perform field analysis; submit properly preserved wastewater samples for laboratory analysis and document all the relevant information in the chain of custody.
3. Issues on-site corrective notices and field Notice of violations to industries and food service establishments
4. Data entry of the collected wastewater samples and analytical lab results; report possible violations or unusual test results for additional review.
5. Files and maintains paper and electronic repositories for current and retention records.
6. Evaluate food service establishment and liquid waste transporters permit applications. Prepare, process and issue permits & renewals.
7. Reviews plans for building permits and ordinance permits.
8. Performs scheduled and unscheduled inspections of industries and food service establishments; investigates complaints; odor, sanitary sewer overflows (SSOs); tracks and locates illegal discharges.
9. Implements the City's oil and grease program for compliance including inspections, pumping records and current permit on site of new and existing grease interceptors.
10. Conduct and assist staff with unscheduled and random sampling/studies as necessary to ensure proper operation of the Publicly Owned Treatment Works (POTW); including rate study and locating illegal and unauthorized wastewater dischargers.

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

- Knowledge of:
  - Principles and practices of chemical and biological analysis.
  - Proper sample preservation, documentation and chain of custody procedures

- Preparing solutions, buffers and reagents used in laboratory and field procedures.
- 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.
  - Use senses including sight (correctly identify letters, colors and tints, hues and shades of colors), smell, hearing and touch in the evaluation of industrial/commercial contributors.
  - 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.
  - Walk, stand or sit for periods of up to one (1) hour consistently throughout the working day.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's Degree from an accredited college with major course work in biology, chemistry, environmental science. No experience required.

### **For Spill Response:**

Equivalent experience in investigating, monitoring, and enforcement of environmental quality rules and regulations in lieu of education acceptable. 40 hours HAZWOPER and 24 hours HAZMAT Emergency Response Training preferred.

**For Environmental Collection Center:**

Equivalent experience in handling regulated hazardous materials or household hazardous waste disposal experience in lieu of education acceptable.

**OTHER REQUIREMENTS**

Valid Texas Driver's License.

**For Environmental Quality Division:**

Must have completed or have the ability to complete 40 hours HAZWOPER and 24 hours HAZMAT Emergency Response Training.

**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, unsanitary conditions, workspace restrictions, and the ability to maintain a professional demeanor even when dealing with upset customers/citizens.

**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.