



CLASS TITLE | SENIOR ENVIRONMENTAL MONITORING TECHNICIAN

PAY GRADE: ST-31 | www.cityoftulsa.org/pay

Class Code: 3579

Effective Date : 05/11/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for technical, analytical and subprofessional engineering work involving investigations, inspections, reviews, permitting, sampling and monitoring of water, wastewater or storm water systems, industrial pre-treatment and sludge marketing facilities, and addressing various environmental compliance concerns and other related assigned duties.

ESSENTIAL TASKS: All Divisions

- Schedules and performs environmental monitoring inspections and/or sampling of industrial facilities, commercial facilities, construction sites, litter sites and other field locations
- May review engineering plans for new and existing storm water or sanitary pretreatment systems (some positions)
- Trains and educates both internal and external customers, citizens, and businesses, and assists in ensuring compliance with federal, state and local or public health environmental requirements
- May notify and initiate enforcement actions for reporting discharge violations by industrial, commercial, and residential users
- Conducts or leads in-depth, technical, and, at times, physically demanding investigations related to complaint-based drinking water quality issues, stormwater, wastewater, and illicit discharges or spills of chemicals and hazardous materials to ensure compliance with all federal, state, and local regulations
- Prepares, provides and presents reports and maintains computerized database information
- Performs technical calculations, including for billing purposes, and lab analysis duties as required
- Must report to work on a regular and timely basis

In addition to the above tasks, the following essential tasks may be required by the individual divisions:

Stormwater Management

- Conducts monitoring activities including analytical, habitat assessments, fish, and aquatic invertebrate surveys to locate pollution sources in watersheds, performing field testing using specialized analytical and field instruments while adhering to state and federal laboratory guidelines and procedures
- Assists citizens through collection, distribution and safe maintenance of pollutants stored in the Household Pollutant Collection Facility

Water and Sewer

- Reviews compliance and operational effectiveness and conducts inspections of industrial pretreatment systems
- Prepares, issues, renews, and changes wastewater discharge permits
- Initiates enforcement response actions for reporting, sampling, discharge, and other federal, state, or local compliance violations by industrial users

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 120 hours from an accredited college or university; **and,**



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- (b) One (1) year of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of 60 hours from an accredited college or university; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression.

Proficiency Increases:

1st Proficiency (All Divisions): Employee will be eligible for a one-step increase upon successful completion of:

- Six (6) months experience as a Senior Environmental Monitoring Technician, and
- Receives a “Proficient” rating on the most current performance evaluation

Stormwater Management 1st Proficiency:

- HAZWOPER 40 Hour Certification, not previously submitted, as approved by management, and
- or attendance of Oklahoma City Industrial/Construction Workshop or GCSA workshop, not previously submitted, as approved by management, and
- Defensive Driving training or Customer Service Training, not previously submitted, as approved by management

Water and Sewer 1st Proficiency:

- Possession of or ability to obtain an OSHA 40-hour Hazardous Waste Operator’s Certificate, not previously submitted, as approved by management, and
- Defensive Driving training or Customer Service Training, as approved by management, not previously submitted, as approved by management

2nd Proficiency (All Divisions): Employee will be eligible for a one-step increase upon successful completion of:

- Twelve (12) months experience as a Senior Environmental Monitoring Technician, and
- Receives a “Proficient” rating on the most current performance evaluation

Stormwater Management 2nd Proficiency:

- Obtains a Class “C” Water, Wastewater, or Lab License from the Oklahoma Department of Environmental Quality (ODEQ), not previously submitted, as approved by management, and
- Oklahoma Conservation Commission Fish School training or Floodplain Managers 101 Training, not previously submitted, as approved by management, and
- Certification from the University of Oklahoma Water Survey for Certified Erosion Control Inspector or Hach training (some positions), not previously submitted, as approved by management, and
- OSHA 10 or CPR/AED/First Aid (Non-Certification) class, not previously submitted, as approved by management



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Water and Sewer 2nd Proficiency:

- OSHA 10 or CPR/AED/First Aid (Non-Certification) class, not previously submitted, as approved by management, and
- Obtains a Class “C” Water or Wastewater Works Laboratory or Operator License, not previously submitted, as approved by management, and
- Treatment of Metal Waste streams or Pretreatment Facility Inspection course (course time limits – 6 months) or Water Distribution System (Safety & Distribution facilities) (paid for by employee and conducted after hours), not previously submitted, as approved by management

3rd Proficiency (All Divisions): Employee will be eligible for a one-step increase upon successful completion of:

- Eighteen (18) months experience as a Senior Environmental Monitoring Technician, and
- Receives a “Proficient” rating on the most current performance evaluation

Stormwater Management 3rd Proficiency:

- Certifies as a MS4 Qualified Stormwater Inspector (QSI) and/or certifies to perform Low Impact Development Inspections and/or completes Environmental Crimes Training through ODEQ, not previously submitted, as approved by management, and
- Completion of a total of eighty (80) accredited college hours with courses including math, science, or computers, or a related field, and
- Completion of Innovation Champions or Six Sigma Yellow, not previously submitted, as approved by management

Water and Sewer 3rd Proficiency:

- Completes Environmental Crimes Training through ODEQ, not previously submitted, as approved by management, and
- Completion of a total of eighty (80) accredited college hours with courses including math, science, or computers, or a related field and
- Completion Six Sigma Yellow Belt coursework, not previously submitted, as approved by management, and
- Completion of Industrial Waste Treatment Vol. 1, or Water Distribution System (Disinfection & Operation and Maintenance), not previously submitted, as approved by management

4th Proficiency (All Divisions): Employee will be eligible for a one-step increase upon successful completion of:

- Twenty-four (24) months experience as a Senior Environmental Monitoring Technician, and
- Receives a “Proficient” rating on the most current performance evaluation

PAY INCREASE OPPORTUNITY

Stormwater Management 4th Proficiency

- Obtains a Class "B" Water, Wastewater or Lab License from ODEQ, not previously submitted, as approved by management, and
- Completion of ENVIROCERT International Certification, not previously submitted, as approved by management, and
- Completion of Leadership U or Six Sigma Green, not previously submitted, as approved by management, and Completion of FEMA National Incident Management System IS-100C Introduction to the Incident Command System, not previously submitted, as approved by management

Water and Sewer 4th Proficiency:

- Obtains a Class "B" Water, Wastewater or Lab License from ODEQ, not previously submitted, as approved by management, and
- Completion of Leadership U or Six Sigma Green Belt coursework, not previously submitted, as approved by management, and
- Completion of FEMA National Incident Management System IS-100C, Introduction to the Incident Command System, not previously submitted, as approved by management, and
- Completion of Industrial Waste Treatment Vol. 2 (course time limit – 6 months) or Water Distribution System (Management), not previously submitted, as approved by management

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of environmental engineering, chemistry and related environmental rules and regulations (some positions); good knowledge of water distribution and treatment, wastewater collection, wastewater or storm water quality and solids handling, treatment and disposal (some positions); some knowledge of sampling and laboratory analysis techniques; knowledge of applicable federal, state, and local laws; knowledge of chain-of-custody and handling of evidence; knowledge of right-to-know and hazardous communications programs; and knowledge of various computer software applications, including databases, word processing and spreadsheets. Ability to direct or perform in- depth field investigations or pretreatment system reviews; ability to meet legal sampling custody requirements and perform routine laboratory analysis and testing procedures; ability to perform accurate calculations; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; frequent carrying up to 30 pounds with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to walking, standing, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License; possession of or ability to obtain an OSHA 40-hour Hazardous Waste Operator's Certificate; and some individuals within this classification will be required to obtain a relevant Water/Wastewater License as issued by the Department of Environmental Quality (DEQ).



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WORKING ENVIRONMENT: Working environment is a combination of indoors outdoors in inclement weather with exposure to machinery, toxic fumes and hazardous chemicals and materials; requires traveling to various locations to perform inspections, investigations and storm water monitoring and may be subject to call-back.

EEO Code: N-03

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical



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