

CLASS TITLE: ENVIRONMENTAL MONITORING OFFICER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the aggregation, evaluation, and summary of laboratory data involving water, wastewater, and environmental monitoring programs; management of information systems; and report preparation and dissemination from laboratories to appropriate regulatory agencies and performs other related assigned duties.

ESSENTIAL TASKS:

- Aggregates, evaluates, and summarizes data results for water, wastewater, and environmental monitoring tests performed by the Public Works Laboratory
- Reviews and analyzes centralized data for accuracy, reasonableness, and trends of environmental degradation and abatement
- Alerts appropriate personnel to potential water, wastewater, and environmental problems and assists to resolve problems in a timely manner and maintains compliance with federal, state, and local regulations
- Troubleshoots and solves problems for section
- Directs supervision and training of clerical personnel
- Oversees purchase of office supplies and equipment, and data processing systems, hardware, and software
- Oversees purchase and installation of local area computer network for Laboratory Information Management System
- Serves as system administrator of Laboratory Information Management System
- Trains laboratory personnel in use of computer systems
- Works to improve information flow and communications for the section
- Prepares reports for distribution to regulatory agencies
- Makes recommendations to laboratory on testing limits as specified by various regulatory agencies
- Implements computer programs
- Advises on the selection of laboratory equipment
- Conducts DEQ license renewal classes
- Works with other Public Works personnel and programs to establish and maintain environmental monitoring programs and laboratory methods and policies
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, environmental science, biology/microbiology, or a closely related field, supplemented by training in computer science, and three (3) years of progressively responsible chemical, environmental, or water/wastewater laboratory experience, including supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128

Knowledge, Abilities and Skills: Considerable knowledge of the procedures, equipment, and technology of a laboratory; considerable knowledge of theories, principles, and practices of inorganic and organic chemistry and bacteriology; considerable knowledge of qualitative and quantitative chemical analysis; considerable knowledge of specialized chemical testing equipment; considerable knowledge of federal, state, and local regulations pertaining to water, wastewater, and environmental standards; considerable knowledge of various computer software, including word processing, database, spreadsheet, networking hardware/software and common operations systems. Ability to prepare reports and maintain records; ability to train and supervise subordinates; ability to perform office and administrative tasks; ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to extended periods of sitting; and vision, speech, and hearing sufficient to perform the essential tasks.

Page 2 (continued from Environmental Monitoring Officer)

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License, and a valid Class "B" Water/Wastewater Operator's and Laboratory License as issued by the Department of Environmental Quality (DEQ) with the requirement to upgrade to the "A" level license within two (2) years of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1504

EEO Code: N-02

Pay Code: ST-39

Group: Cultural, Legal, and Sciences

Series: Sciences

Effective date: June 20, 2012