

# CLASSIFICATION ADDENDUM

## Job Title: Environmental Services Technician

Classification Specification: Technical Specialist

Barg Unit: OPE

Pay Grade: B22-B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Environmental Services Technician performs a wide variety of field and technical office work in the industrial monitoring and sampling program, and/or the water resources management program. Depending on the required competency level of the position, duties may or may not include the following at varying levels of participation and complexity: assists in the installation, operation, recovery, and maintenance of automatic sampling equipment, and preparation of samples for laboratory analysis; inspects and evaluates/monitors businesses for identification of water quality and capacity, natural resources issues, compliance with regulatory requirements, spill detection and correction, other program areas of concern; investigates reports of water pollution, and participates in identifying water pollutants; conducts sampling and monitoring activities; examines laboratory results from City stormwater, industrial wastewater sampling, or industry self-monitoring for compliance with local and federal regulations; collects and maintains field data and develops and maintains various technical reports, documents, forms, databases; tracks water quality compliance; participates in public education efforts, pollution prevention and recycling activities; prepares guidance and/or training materials; participates in the analysis and interpretation of state and federal water quality regulations; develops maintenance-related programs and participates in the review of development proposals; functions as a part of a team/committee; conducts special projects of a technical and complex nature; prepares enforcement documents for management signature; evaluates non-domestic waste disposal requests; categorizes businesses and informs them of their requirements; participates in and/or coordinates industry permit processes; may provide lead to assigned staff. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the fields of chemistry, biology, environmental studies, or environmental engineering with sufficient related work experience typically related to water quality, industrial pre-treatment, water quality project, maintenance/ enhancement, stormwater management or closely related field.

#### Licensing Requirements:

- Valid Oregon Driver's license at time of appointment.

#### Knowledge:

- Local, state, and federal water pollution, pretreatment or stormwater, and Endangered Species Act regulations;
- Water quality and soil sampling techniques, principles and procedures;

### Essential Characteristics and Duties Addendum

- Industrial wastewater treatment processes; and/or stormwater management practices
- Impact of physical and chemical pollutants on the environment;
- Basic GIS;
- Commercial, residential, industrial, and/or stormwater wastewater generators and their basic activities;
- Basic sanitary and storm system design hydraulics.

**Skills:** *(Demonstrated skill in performing the following)*

- Assisting in the installation, operation, and retrieval of data from portable flow meters;
- Utilizing water quality sampling principles and procedures;
- Water monitoring for water quality and flow conditions;
- Performing minor maintenance on equipment, laboratory and field instruments used for conducting water analyses;
- Understanding facilities plans/maps, blueprints and specifications.

**Qualification For Grade Progression:**

B22 - Contributing  
B23 - Journey  
B24 – Advanced/lead

### Physical Requirements Addendum

Light to Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Travel as required. Positions sometimes perform work under varying weather conditions and require working in direct contact with sewage, sludge, and industrial waste. The incumbent must be able to lift and carry sampling monitoring equipment that could weigh as much as 50 pounds.

### Addendum History

Created: 2012.01



# TECHNICAL SPECIALIST

## Classification Specification

### City of Springfield, Oregon

*A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Classification Title</b>	Technical Specialist
<b>Classification Code:</b>	TCHSPC
<b>Effective Date:</b>	7/1/2011
<b>Pay Grade:</b>	B22-B25
<b>FLSA Status:</b>	Non-Exempt

### Classification Summary

The Technical Specialist is responsible for performing specialized functions in areas such as surveying, traffic, engineering, information services, or environmental services. Responsibilities will vary in accordance with assigned area of responsibility but could include; installing, monitoring, calibrating, testing and maintaining support systems; coordinating the activities of one or more programs or subprograms; assisting with plan reviews and analysis; performing field surveying and staking; establishing project schedules and amending plans; preparing technical drawings and reports; and maintaining procedural documentation and compliance.

Following are descriptions of the competency levels:

**Contributing** – Applies basic skills and may develop advanced skills appropriate for the position or specialization; resolves routine questions and problems.

**Journey Level** – Applies some advanced skills to solve a variety of situations; may adopt procedures and processes; resolves most questions and problems.

**Advanced/Lead Level** – Applies advanced skills appropriate for the position or specialization; adapts procedures and processes as necessary; assignments are broad in nature and usually require originality and ingenuity.

**License/Certification** – Based upon assignment, specified licenses and/or certifications may be required. See addendum.

### Distinguishing Characteristics

- This is the first level in the technical series.
- This is a paraprofessional level classification.
- Technical Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process.
- Technical Specialists are differentiated from Technical Analysts as responsibility of the higher level classification is at a broad professional level.

## Classification Summary

- May include lead responsibilities for lower level staff.

## Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Establishes project schedules and amends plans as needed.
- 2 Installs, monitors, calibrates, tests and maintains support systems; participates in inspections.
- 3 Researches, collects data, reviews documentation/proposals.
- 4 Performs field duties related to assigned area of responsibility.
- 5 Prepares technical drawings/documentation and reports; cost estimates.
- 6 Prepares and maintains related procedural documentation, records, and files.
- 7 Provides technical support to users and departments with applications, systems, and/or hardware.
- 8 May provide lead direction in the form of technical and functional supervision for lower level staff.
- 9 Actively supports an inclusive and respectful work environment.
- 10 Performs other duties of a similar nature or level.

## Qualifications

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

### Training & Experience:

Associate's degree or two-year technical certificate; and sufficient experience as necessitated by the competency level of the position.

- Contributing Level: 0-2 years of general experience related to area of assignment.
- Journey Level: 3-5 years of progressively responsible experience related to area of assignment.
- Advanced/Lead Level: 5 or more years of progressively responsible experience related to area of assignment.
- Specialized knowledge specific to area of assignment may be required.

### Licensing and/or Certification Requirements:

- Based upon assignment, specified licenses and/or certifications may be required.
- Valid Oregon driver's license at time of appointment, depending on area of assignment.

### Knowledge Required:

- Applicable practices, methods, procedures;
- Computer applications and other systems related to assigned area;
- Materials, methods and tools relevant to area of responsibility;
- Project coordination techniques;
- Pertinent federal, state, and/or local laws, rules, regulations, and guidelines;
- Modern office methods and practices;
- Research; data gathering and report writing techniques;
- Practical application of science and technology to area of responsibility;
- Principles, techniques, procedures, and equipment relevant to technical area;
- Inclusive and respectful work place practices.

### Skills Required:(Demonstrated skill in performing the following)

- Demonstrating commitment to a respectful and inclusive work environment;
- Performing assigned duties in a safe manner;
- Obtaining and seeing to the appropriate use of equipment and materials needed to perform duties;

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- Conducting research;
- Maintaining records, files, and preparing reports;
- Assigning and monitoring the work of others, as required;
- Accurately perform mathematical computations;
- Using computers, databases, and related hardware and software applications to perform duties of position;
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

## Physical Requirements

Position may be light or medium work depending on assignment.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subject to travel.

## Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted

2015.04 – Revisions by HR

2016.06 – Revisions by HR