



City of Casa Grande

## Environmental Technician

**GENERAL PURPOSE:** Under general supervision, performs skilled technical work in developing, implementing, managing and monitoring a variety of environmental programs and projects, mainly relating to storm water, ADEQ delegation of subdivisions, sewage collection systems and onsite systems, landfill and air pollution, in compliance with Federal, State and City laws, ordinances, regulations and permit requirements.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Implements and enforces federal, state and local regulations pertaining to storm water, ADEQ delegation of subdivisions, sewage collection systems and onsite systems, landfill and air pollution; ensures City is continually in compliance with same and with its permits.
- Monitors permitting process, and oversees coordination of permit issuance and renewal to storm water, ADEQ delegation of subdivisions, sewage collection systems and onsite systems, landfill and air pollution.
- Issues notices of violation of permit conditions and local and federal regulations relating to storm water, ADEQ delegation of subdivisions, sewage collection systems and onsite systems, landfill and air pollution.
- Creates and maintains files of inspection reports, sampling reports, violation records, quality assurance records and other written correspondence.
- Participates in the review of commercial/industrial architectural and engineering plans for conformance with the requirements of plumbing codes, city ordinances and local and Federal regulations. Represents City and City's position at various meetings.
- Explains the purpose and objectives of the storm water, ADEQ delegation of subdivisions, sewage collection systems and onsite systems, landfill and air pollution permits and regulations to managers, architects, engineers, contractors and citizens; coordinates communication of issues and processes with same.
- Maintains department files and technical library; collects and compiles statistical data; develops and creates a variety of technical and statistical reports; updates manual and computer records and tracking systems; creates special and summary reports.
- Performs other duties as assigned or required.

**JOB DESCRIPTION**  
**8813 Environmental Technician**

**SUPERVISION EXERCISED:** None.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Environmental Science/Management/Engineering or related field, and two years of recent experience working in (wastewater) environmental issues; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- Knowledge of Federal, state and local laws, rules and regulations governing the treatment, control and discharge of residential, industrial, commercial waste, air, landfill and storm water pollution.
- Knowledge of the techniques of sampling (variety of matrices), testing and data review..
- Knowledge of the principles of record keeping and records management.
  
- Skill in reading and interpreting construction drawings and technical data for commercial waste treatment and process control.
- Skill in reading, interpreting, understanding and applying technical standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in preparing analytical reports and interpreting test results.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

**Special Requirements:** Possession of a Valid Arizona Drivers License; certification from the Arizona Department of Environmental Quality; additional specific technical training or certifications may be required (air, RCRA, SARA, EPA, Hazwoper, etc).

**Physical Demands / Work Environment:** Work is performed outdoors and in standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*