

**MAJOR FUNCTION**

This is technical work collecting, evaluating and testing environmental samples in the field in accordance with state approved standard operating procedures. Duties include collecting environmental samples, handling water quality complaints, scheduling and evaluating, monitoring and assessing environmental spills. Work is performed under the general supervision of the Manager – Water Quality and the work is evaluated through written reports, conferences, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Performs field measurement tests according to specified methodology. Collects water, soil and sediment samples using approved techniques and appropriate equipment. Assures that sample containers are properly and accurately labeled. Assures that appropriate sample preservatives are added and that appropriate sample containers are used to collect required fractions. Legibly and accurately documents all activities in field logs or field data sheets. Identifies and/or documents potential quality control problems (ex. unacceptable calibrations, environmental conditions, etc.) Performs calibrations, as required, on all equipment prior to use. Maintains equipment in working condition and documents all preventative maintenance repairs. Performs required field analyses according to test methods specified by rule, permit or Quality Assurance Plan. Assures that all calculations are correct. Begins corrective actions on quality control problems, which relates to the field measurements. Investigates and responds to water quality complaints. Meets with customers, performs on-site inspections and field testing, collects appropriate samples and follows-up with customers to resolve water quality questions and complaints. Operates special sampling and analysis equipment (generators, soil augers, bailers, field meters and data sondes, and related equipment). Assists in the resolution of identified environmental problems. Performs related work as required.

**Other Important Duties**

Establishes sampling schedules. Works with other departments and agencies to coordinate field activities associated with monitoring environmental contamination (including mapping, sampling, records and maintenance) and clean-up of environmental spills. Logs samples into the Laboratory Information System and enters results of field analyses in a timely and accurate manner. May assist with general lab duties and some analyses, including but not limited to sample courier, cleaning glassware, recording inventory, pH, odor and Total Suspended Solids. Follows timely and accurate documentation protocol using the City's Work Order application software. Updates and maintains Standard Operating Procedures documents and prepares written reports as requested. Attends meetings.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of State and Federal regulations pertaining to water, soil and sediment sampling. Knowledge of sampling protocol and procedures. Knowledge of functions of various City and State departments and agencies related to environmental issues. Knowledge of the procedures and techniques required in the handling of environmental spills and related safety precautions. Ability to maintain records. Ability to communicate effectively with City and State agencies and with the public on water quality and environmental spills. Ability to work independently. Good technical skills related to environmental sampling. Good customer service skills. Ability to adapt to varying work conditions. Beginning level skills in the use of microcomputers and the programs (Excel and Word) and applications necessary for successful job performance..

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and two years of experience that includes water operations, environmental field work or a related field; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment and maintain same as a condition of continued employment.

For designated positions allocated to this class and assigned to Underground Utilities & Public Infrastructure, must at the time of application, or within 12 months of hire, possess and maintain a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, as a condition of continued employment.

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