



Exhibit C

CITY OF PETALUMA
CLASS SPECIFICATION

Date: 4/7/2025
Job Class: 03ENST

Environmental Services Technician

Summary

Perform a variety of responsible duties related to site evaluations, inspections, and audits with the goal of seeking compliance with local, state, and federal regulations; perform technical duties, public education and outreach, and investigations in support of several environmental programs. Depending on the area of assignment, programs may include water conservation, pollution prevention, groundwater, storm water, industrial pretreatment, and resource conservation; perform a variety of technical tasks relative to assigned areas of responsibility such as field sample collection and sample analyses.

Class Characteristics

General supervision is provided by a higher-level supervisor or manager.

This is a journey-level technical classification. Incumbents are expected to work independently and have a thorough knowledge of environmental compliance matters as they relate to industrial pretreatment, wastewater treatment, water conservation, pollution prevention, storm water, ground water, solid waste, and quality assurance principles.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

While majority of the duties assigned to a position typically fall within one of the following areas, incumbents may also be assigned duties that cross multiple areas:

All positions:

Initiate contact with businesses and the general public to provide general information regarding various environmental programs.

Prepare a variety of reports related to environmental programs.

Review and analyze technical data related to area of assignment.

Maintain documentation regarding site evaluations and complaints; compile and maintain databases related to businesses, inspections, and compliance issues.

Assist with maintaining inventory, including for events, order and track items for events.

Respond to public inquiries in a courteous and professional manner; provide information and technical advice within the area of assignment; resolve complaints in an efficient and timely manner; participate in community outreach efforts; and assist with the conduct of community outreach activities.

Conduct field evaluations, complete required documentation, and track data on assigned division programs, including incentive programs.

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Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Water Resources and Conservation (in addition to the list for all positions):

Perform groundwater monitoring and data management.

Perform a variety of water conservation activities, including field investigations, water use leak evaluations, and the conduct of water efficiency surveys; install and/or provide assistance with the installation of water saving devices.

Assist recycled water customers with meeting the City's Recycled Water User's Guide requirements; maintain recycled water site supervisor information.

Review residential and commercial plans that include new or rehabilitated landscape and irrigation.

Environmental Services/Stormwater Program Compliance (in addition to the list for all positions):

Collect samples from industrial, commercial, domestic dischargers, storm water conveyance system, the Petaluma River watershed, and from various areas within the wastewater treatment plant for chemical, biological, and bacteriological analysis to ensuring compliance with local, state, and federal regulations.

Perform basic and intermediate, standardized laboratory tests involving the chemical, biological, and physical analysis of water, ground water, storm water, and wastewater.

Set up, calibrate, and operate a variety of field instruments for the analysis of samples; conduct routine laboratory and field analysis.

Perform site evaluations for industrial and storm water dischargers; permit and inspect special discharge users; prepare technical reports and correspondence related to site evaluation activities; monitor submission of compliance reports from permitted industries.

Interpret and explain pretreatment regulations in an effort to achieve compliance; issue Notices of Violation and take other routine steps as they relate to the enforcement of rules and regulations; assist in writing citations for stormwater violations; enforce and bill fines, as needed.

Perform preventative maintenance on monitoring and safety equipment.

Assist operations staff with a variety of routine duties including, but not limited to, taking instrument readings, assisting with special studies and pilot projects, and the general upkeep of treatment plant facilities.

Assist in preparing surcharge, sampling fees, violations, and capacity fee bills for industrial users.

Sample receiving waters from wastewater treatment plant outfall to ensure compliance with facility the National Pollutant Discharge Elimination System (NPDES) permit.

Perform inspections of commercial establishments that discharge into the City's wastewater collection system.

Skills/Abilities:

Maintain accurate records and prepare clear and concise reports, correspondence, and other written materials.

Analyze, interpret, and explain regulatory requirements and program elements.

Perform audits and site evaluations for regulatory compliance, to identify irregularities and make sound recommendations.

Collect and perform routine analysis of water, wastewater, ground water, and/or storm water samples.

Effectively deal with customers, including resolving issues and complaints.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform inspections having sufficient strength to lift and carry tools and materials weighing up to 50 pounds. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee may occasionally work with the use of a vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

All positions:

Data collection and recordkeeping practices.

Technical writing principles.

Pertinent federal, state, and local laws, ordinances, and rules.

Safe work methods and safety regulations pertaining to area of assignment.

Principles and practices of effective customer service.

Principles and practices of water billing and rates.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Water Resources and Conservation (in addition to the list for all positions):

Operation and maintenance of equipment used for water conservation audits and groundwater monitoring.

Water conservation best management practices, methods, and techniques, including irrigation and plumbing principles.

Basic principles and practices of water meters, including interpretation, access, and detecting leaks.

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Environmental Services/Stormwater Program Compliance (in addition to the list for all positions):

Wastewater treatment processes; industrial and commercial pretreatment processes; separate storm water sewer systems.

Basic chemistry principles, sample collection, basic laboratory testing methods, and quality assurance program principles.

Operation and maintenance of equipment used for the evaluation of commercial and industrial waste and storm water.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to an Associate's degree with major course work in chemistry, bacteriology, biology, environmental sciences, or a related field.

Experience:

Water Resources and Conservation:

One year of responsible work experience performing site evaluations, inspections and/or audits, and public education and outreach for environmental programs. Experience working with a water conservation program is desirable.

Environmental Services/Stormwater Program Compliance:

One year of responsible work experience performing physical, chemical, biochemical, and bacteriological analysis of water or wastewater, and/or performing site evaluations of commercial and industrial facilities. Experience working with a municipal wastewater pretreatment program and/or municipal stormwater program is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Water Resources and Conservation:

Certification as a Qualified Water Efficient Landscaper (QWEL) is desirable.

Environmental Services/Stormwater Program Compliance:

Possession of a California Water Environment Association (CWEA) Environmental Compliance Inspector Grade I certification within eighteen (18) months of appointment.

Established: 11/18/2013

Resolution #: 2013-150 N.C.S.; 2021-109 N.C.S.

Revised: 6/21/21; 4/7/2025

Department: Water Resources and Utilities

FLSA Status: Non-Exempt