



**POSITION DESCRIPTION**

**POSITION TITLE:** Environmental Technician Non-Exempt  
Paraprofessional

**SUMMARY OF POSITION:** Determines sources and methods of controlling pollutants by conducting tests and field investigations.

**REPORTING RELATIONSHIP:** Project Manager

**MAJOR ACCOUNTABILITIES:**

1. Addresses environmental issues by identifying short-term and long-range issues that must be addressed; provide information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.
2. Gather environmental data by applying agriculture, chemistry, meteorology, and engineering principles.
3. Determines characteristics or composition of solid, liquid or gaseous materials and substances by conducting chemical, physical, laboratory, and field tests, using ph meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.
4. Evaluates atmospheric pollutants by collecting and analyzing samples of gases from smokestacks; gathering other air samples and meteorological data..
5. Assesses water pollutants by collecting and analyzing water samples from streams and lakes, raw, semiprocessed or processed water and industrial waste water.
6. Determines chemical composition and nature of land pollutants by collecting and analyzing soil, silt, and mud.
7. Maintains environmental data based by developing information requirements; designing and information requirements; designing and information system.
8. Prepares summaries and charts by gathering and testing samples; analyzing and summarizing findings and trends.
9. Maintains gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation by installing, operating, completing preventive maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; maintaining equipment inventories; evaluating new equipment and techniques.
10. Maintain safe and clean working environment by complying with procedures, rules, and regulations.
11. Completes research by conducting bacteriological and other tests.
12. Maintains the stability and reputation of the organization by complying with legal and waste management requirements.

13. Conserves resources by using equipment and supplies as needed to accomplish job results.
14. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
15. Contributes to team effort by accomplishing related results as needed.

**REQUIREMENTS:**

**Education:** Associates Degree in Environmental Science. OSHA 40-hr HAZWOPER required. Bachelors Degree and certifications in EPA Lead-Based Paint, and Asbestos Inspection preferred.

**Experience:** Strong organizational skills along with excellent oral and written communication ability. Skill in the use of standard tools of the profession. Experience writing technical reports and knowledge of environmental principles, techniques, and procedures.

**Physical and Other Requirements:**

Ability to use a computer and read printed material. While performing the duties of this job, the employee frequently is required to be mobile, sit and reach with hands and arms, to stand, walk, and talk or hear. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and discernment of colors. Prepared to endure rough and isolated outdoor conditions for extended periods while involved in fieldwork. The employee is frequently asked to drive to unfamiliar destinations. Ability to travel by auto to diverse locations throughout the state. Current valid driver's license.

The above statements are intended to describe the general nature and level of work assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties, knowledge, skills and abilities required.

*In keeping with EEC's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the Americans with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to allow such individuals with disabilities to perform the essential functions of this position.*

Reviewed by: \_\_\_\_\_  
 Supervisor Date

**I have read and understood this position description.**

\_\_\_\_\_  
 Employee Name Date