



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: ENVIRONMENTAL QUALITY CONTROL TECHNICIAN II**

**BARGAINING UNIT:** [CIV MANAGEMENT](#)      **CODE NUMBER:** 1600

**PAY RANGE CODE:** [18.1 MC](#)      **REVISION DATE:** 9/24/15

## **NATURE OF WORK:**

This is supervisory, technical, and administrative work in the coordination and operation of environmental quality control programs. Work involves the responsibility for providing professional and technical supervision in the coordination of programs and projects involving sewer use fees, environmental code enforcement, treatment plant quality control, solid waste and wastewater residuals management, sampling and flow monitoring, stormwater management, air quality management, and household hazardous waste management. Supervision is exercised over technical and professional personnel in charge of environmental quality control and revenue programs and projects. An employee in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Hires, trains, schedules, oversees, and evaluates the work of subordinates.

Establishes goals and coordinates operations for divisional programs.

Drafts, negotiates, and administers contracts between the City and independent agencies to provide such services as environmentally sound wastewater treatment, household hazardous waste management, and refuse collection and disposal.

Administers the sewer use fee program, ensuring that customers are assessed equitable user fees and that operating costs are recovered.

Responds to industrial representatives, special interest groups, and the public, providing technical advice and assistance regarding compliance with codes, regulations, and environmental issues.

Prepares and administers a portion of the divisional budget.

Initiates and negotiates fines associated with violations of the Omaha Municipal Code (OMC), Chapter 31, 32, and 41. Compiles and tracks all supporting documentation. Reviews federal and state regulations to ensure the OMC is current.

Provides oversight for stormwater management program and assists with MS4 permit compliance.

Coordinates program activities with the appropriate state, federal, and county air quality regulatory agencies.

Issues construction permits for new facilities and related equipment and operating permits for existing facilities specified in Chapter 41 of the OMC as it relates to air quality.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of chemistry as applied to wastewater treatment and analysis.

Knowledge of the operation of quality control programs.

Knowledge of wastewater treatment and residuals disposal principles and processes.

Knowledge of wastewater monitoring, storm water monitoring, and sampling techniques.

Knowledge of municipal wastewater codes, storm water codes, and the principles of enforcement.

Knowledge of the requirements under Title V of the Clean Air Act.

Knowledge of air pollution control technologies and practices.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to effectively coordinate and oversee the activities of subordinates.

Ability to incorporate changes in the Federal and State regulations into the OMC and develop appropriate implementation and enforcement procedures for those changes.

Ability to use standard computer programs such as word processing, spreadsheets, graphics, and databases to create reports, evaluate data, and write letters of correspondence.

Ability to communicate divisional policies and activities to interested parties and groups.

Ability to compile and analyze data and apply the results to divisional program management.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand written and oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 51 to 75% of the time; to type from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, stand, walk, push, pull, or lift up to 25% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Chemistry, Biology, Chemical Engineering, Public Health, or a related field

OR

High school graduation or its equivalent and at least twelve credit hours of college level courses, or an equivalent, in Chemistry, Biology, Chemical Engineering, Public Health, or a related field

AND

Three years of technical experience in the field of environmental and air quality control programs in an environmental management organization comparable in size to that of the City of Omaha or three years in an environmental consulting firm, including at least one year of supervisory experience

OR

Five years of technical experience in multiple related programs at an environmental consulting firm or at an environmental management organization comparable in size to that of the City of Omaha, including at least one year of supervisory experience.

**SPECIAL REQUIREMENTS:**

Must be able to transport oneself or coordinate transportation to work sites anywhere in the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting; however, at times an employee in this classification works in an industrial building environment, experiencing cold and heat, working in confined spaces, amid fumes, dust, odors, gases, mists, and at noise levels requiring shouting to be heard.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone  
Microfiche Reader  
Facsimile Machine  
Audio/Visual Equipment

Sledge Hammer  
Manhole Pick  
Gas Monitor  
Ladder

Vehicle  
Hand Tools  
Calculator  
Copier

Previous Revision Date(s):

10/28/93

5/10/07

9/26/13