



# CITY OF OMAHA CLASS SPECIFICATION

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

**BARGAINING UNIT:** [CIV MANAGEMENT](#)      **CODE NUMBER:** 1595

**PAY RANGE CODE:** [14.1 MC](#)      **REVISION DATE:** 9/24/15

## **NATURE OF WORK:**

This is technical and administrative work in the operation of one of the programs of the Quality Control division of the Public Works department. The areas of interest are sewer use fee administration, sewer use fee monitoring and code enforcement, laboratory management, stormwater management, household hazardous waste management, air quality management, residuals management, industrial wastewater pretreatment, and solid waste management and recycling. An employee in this classification exercises considerable independence in the performance of duties, supervises subordinates and/or contractors, depending on the program, 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.)*

Administers the sewer use fee program, including reviewing and compiling laboratory and field data into sewer use fee monitoring reports for equitable billing of industrial customers, maintains an accurate database of commercial, industrial, and municipal users in the metropolitan area, and supervises the enforcement of Chapter 31 and Chapter 32 of the Omaha Municipal Code (OMC) which relate to wastewater discharge and stormwater discharges respectively.

Supervises the analysis of wastewater treatment plant solids to ensure compliance with local, state, and federal regulations.

Coordinates and cooperates with the Nebraska Department of Environmental Quality in the enforcement of the federal industrial wastewater pretreatment program, and reviews applications and issues wastewater discharge permits required under Chapter 31 of the Omaha Municipal Code.

Plans and administers education and outreach events, gives presentations, prepares educational articles, brochures, and display materials to promote environmentally sound waste management, waste reduction, reuse, and recycling.

Plans and administers the solid waste collection contract for residential collection, litter can collection, and Omaha Housing Authority collections.

Operates household hazardous waste collection facility and administers contracts for environmentally sound disposal, reuse, and recycling of materials.

Documents and tracks all revenues and expenses related to grant administration and enterprise fund administration.

Coordinates stormwater management program among various divisions of Public Works in order to document and track activities for Nebraska Department of Environmental Quality permit compliance and annual reporting.

Facilitates sediment and erosion control inspections for the Papillion Creek Watershed Partnership. Reviews applications and issues Industrial Stormwater Permits.

Coordinates activities related to asbestos removal projects with the state, federal, and county regulatory agencies, and tracks emission inventories for the compliance with the National Emission Standards for Hazardous Air Pollutants.

Drafts construction permits for new facilities and related equipment and operating permits for existing facility as 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 natural and physical sciences as applied to environmental management.

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

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

Ability to prepare and administer a portion of the divisional budget.

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

Ability to understand written or oral instructions.

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

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

Ability to sit from 76 to 100% of the time; to stand, walk, or type from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, or lift up to 25% of the time.

Ability to use up to forty-five (45) pounds of force up to 25% of the time and lesser amount more frequently to move objects.

**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.)*

High school graduation or 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

OR

At least two years of technical experience in the field of environmental and air quality control programs in an environmental management organization comparable in size and capacity to that of the Quality Control division of the City of Omaha.

**SPECIAL REQUIREMENTS:**

Must be able to transport oneself or coordinate transportation to job sites throughout the metropolitan area 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, an employee in this classification also works in an industrial building setting or outdoors in all weather conditions, amid noise requiring shouting to be heard, near vibrating or moving machinery and electrical currents, in conditions such as dust, mists, odors, gases, and exposure to chemicals.

**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  
2/26/98  
5/10/07  
10/25/12