



## Job Description

**Job Title:** Environmental Technician

**Summary:** Oversees and manages environmental activities by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Develops and maintains air and water plans in accordance with established regulations.\*
2. Maintains supplies by receiving and stocking materials in designated areas.\*
3. Lifts and carries materials and equipment throughout work areas using appropriate equipment.\*
4. Services and installs all equipment according to an established service schedule, company standards and within acceptable time frames as well as troubleshoots and rectifies potential problems on location.\*
5. Documents legibly and accurately all work completed according to company policy and submits on a daily basis.\*
6. Completes field sample events by retrieving samples and transporting to laboratory to perform simple testing procedures and documents all results.\*
7. Functions as liaison between laboratory and field personnel to schedule sampling events and ensure analysis feasibility.\*
8. Travels to site locations to oversee operations and ensure implementation of established plans.\*
9. Applies knowledge of products and services and seeks additional training/education as appropriate.
10. Works closely with management to ensure timely scheduling of installations, repairs and service work.
11. Builds and maintains customer relations in field to ensure excellent customer service and support the company culture.
12. Reviews and ensures proper documentation of all field events.

13. Maintains a clean supply of sample bottles and sampling equipment for the field and orders additional supplies as needed.
14. Develops and implements operating procedures as required.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree (B.S./B.A.) from four-year college or technical school; two to four years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret project specifications, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals and outdoor weather conditions.

The noise level in the work environment is usually moderate to loud.

**Physical Demands:**

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds.