

ENVIRONMENTAL PROGRAM ASSISTANT

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Environmental Management

REPORTS TO: Environmental Program Manager

CLASS SUMMARY

Assists in the operation of the County landfill's wastewater treatment plant which involves the sampling of wastewater, and combuster ash and assists with the maintenance of the County's wetlands pilot project.

DISTINGUISHING CHARACTERISTICS

The Environmental Program Assistant is the first level of a three-level environmental program series. It is distinguished from the Environmental Technician, which performs more responsible wastewater treatment plant operations duties.

TYPICAL CLASS ESSENTIAL DUTIES

- Assists with operation and maintenance of the wastewater treatment plant to include sampling wastewater and assisting with problem solving.
- Conducts studies of various wastewater treatment parameters and examines ways to remedy problems.
- Screens incoming waste for presence of hazardous waste/materials, determining if a load should be accepted and how much is burnable.
- Creates spreadsheets, charts, and graphs to analyze and interpret lab results pertaining to environmental compliance sampling, and provides the data to appropriate staff.
- Monitors the constructed wetland projects to include calculating flows and adjustments, assigning related duties to interns, and determining the educational focus during public school tours.
- Maintains various pumps and equipment to include determining problems and the best method of repair.
- Assists in the operation and maintenance of a biological leachate treatment facility.
- Conducts microbiological examinations wastewater.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Solid waste management;
- State regulations pertaining to the treatment of drinking water, wastewater treatment, groundwater, and landfill gas;
- Techniques related to the sampling of ash, water, and gas;
- Constructed wetlands and their treatment process.

Skill in:

- Using appropriate equipment for testing ash, water, and landfill gas;
- Interpreting engineering drawings and specifications and environmental regulations and permits;
- Analyzing and reviewing data;
- Using appropriate computer software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ENVIRONMENTAL PROGRAM ASSISTANT

TRAINING AND EXPERIENCE

High school diploma/GED, supplemented by one year post-high school courses in Environmental Science or related science field; or a high school diploma/GED and one year wastewater treatment plant experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Valid NC Driver's License.
- Grade 2 NC Wastewater treatment License must be obtained within 1 year of employment.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, and chemicals.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E01/03; R1206