

CLASS SPECIFICATION
Field Science Technician Trainee

FLSA Status: Covered
Union Representation: PROTEC17

GENERAL PURPOSE

Under close supervision, learns and performs supportive and technical assignments of basic to moderate difficulty applying scientific and technical knowledge in one or more of the following areas: environmental sampling and monitoring; ecological surveys; and environmental assessment. Learns to investigate, monitor, and assess project areas for environmental concerns and regulatory/permit compliance; maintains records and collected data; and performs related duties as assigned.

The trainee program is a structured on-the-job training program, typically lasting up to two years, with established work performance measures and goals attained through demonstration of competency documentation and completion of required safety and technical training. Appropriate progress in meeting the established work performance measures and goals and successful completion of the training program is required to be eligible for appointment as a Field Science Technician.

DISTINGUISHING CHARACTERISTICS

Field Science Technician Trainee is the trainee class in the Field Science Technician series. Incumbents are responsible for learning to perform basic field science duties, such as environmental monitoring, sampling, surveying, and investigation techniques in accordance with standard operating procedures and generally accepted protocols. Incumbents may be expected to utilize and maintain environmental databases, create charts, graphs and maps in support of projects managed by other staff.

Field Science Technician Trainees are distinguished from the Environmental Technician I classification by the regular and continuous assignment of field work related to environmental investigations involving monitoring and sampling, ecological surveys, and/or contaminant characterization and remediation.

Field Science Technician Trainee is distinguished from Field Science Technician in that incumbents in the latter class have responsibility for managing, planning and coordinating environmental monitoring, environmental investigation and remediation, and natural resource protection projects and assignments. Field Science Technicians are expected to provide consultation using their professional expertise to work with program managers to assist with the development of strategies (e.g., sampling and analysis plans, remedial investigation plans, ecological studies) to meet program objectives and are responsible for the successful completion of those tasks. Field Science Technician Trainees perform more basic to moderately complex tasks, work on smaller projects or discrete portions of a larger project, and exercise basic problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Assists in and learns to provide administrative, logistical and technical support to project staff by organizing and entering environmental data, maintaining and utilizing databases and electronic files, preparing graphs and charts, and creating project maps.
2. Assists in and learns to clean and calibrate monitoring equipment and tools; orders consumable supplies, stocks sample containers and organizes sampling vehicles.
3. Assists in and learns to collect water quality samples using grab sampling and time-paced composite sampling techniques.
4. Assists with ecological monitoring functions, including but not limited to: upland and riparian physical habitat observations, hydrological and stream morphology measurements, terrestrial and aquatic biological surveys, wetland ecological surveys, and invasive species identification and control.
5. Assists with environmental assessments, such as Phase I and Phase II evaluations, including but not limited to historical land use and property record research, delineation of contaminants through soil and groundwater characterization, asbestos investigations and long-term remediation and compliance monitoring.
6. Assists with various project development and implementation phases including but not limited to: pre- and post-construction land, hydrological, and biological surveys to determine background conditions, project effectiveness, and response to unanticipated environmental conditions.
7. Assists in and learns confined space entry to manually verify the accuracy of sewer flow monitors, collect samples and install, maintain, and remove monitoring equipment.
8. Indexes, files, updates, researches and compiles data from various sources.
9. Utilizes electronic technologies to collect and manage information, to develop project plans and materials, and to communicate project and program information.
10. Assists in the preparation of technical materials that inventory, analyze, and interpret environmental data; researches and assembles quantitative data concerning the quality of environmental quality and watershed health.
11. Learns to interpret rules, regulations, laws, and policies regarding environmental issues to assist in providing direction and comment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic environmental monitoring and investigation techniques and practices
2. Basic technical processes of natural resource protection, enhancement, and control.
3. Basic practices and techniques of physical, biological, and environmental sciences.

4. Standard practices and procedures for maintaining and setting up both manual and electronic files; basic methods and procedures for archiving and retrieving map and drawing information; and data gathering, recording, and research techniques.

Ability to:

1. Understand and follow written and oral instructions; work under limited supervision; work simultaneously on multiple tasks.
2. Perform detailed work thoroughly, neatly, accurately and efficiently.
3. Learn and adhere to City operating policies and departmental work procedures and quality standards.
4. Establish and maintain effective working relationships with bureau management and staff, contractors and others encountered in the course of work.
5. Learn and adhere to relevant federal, state, and City environmental laws, codes, and regulations.
6. Learn and apply industry standard safety practices and protocols to all elements of assigned work.
7. Learn and operate a variety of computer software programs to record and analyze data, maintain technical files, and prepare maps, plans, records, graphics, documents, and reports.
8. Conduct very physical and strenuous work under hazardous working conditions such as: routinely enter confined spaces including manholes and sewers; work in rough, steep, and uneven terrain; lift and carry up to 50 pounds and work outdoors in all weather conditions; work in and around traffic and work site equipment or machinery; and work in locations with known or suspected contaminated materials.
9. Learn to collect field data and samples.
10. Learn to utilize specialized monitoring, engineering, drafting, measuring, surveying or electronic tools, materials and equipment.
11. Learn to read and interpret various kinds of maps, architectural and engineering drawings, construction plans, blueprints, and other technical materials.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent; supplemented by courses environmental sciences or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements (as applicable):

A valid state driver's license may be required for certain assignments.

Other requirements may include one or more of the following: successful completion of 40-Hour Occupational Safety and Health Administration (OSHA) Hazardous Waste Operations and Emergency Response; OSHA Asbestos, Lead, and Silica Awareness; Confined Space Entry certification; Boat Safety; Electrofishing Principles and Safety; and/or Traffic Control and Flagging training. Specific training and certifications requirements for the position will be identified and completed within 12 months of hire.

PHYSICAL AND MENTAL DEMANDS

Incumbents may be required to: routinely enter confined spaces including manholes and sewers; work in rough, steep and uneven terrain; work in riparian and in-water environments; lift and carry up to 50 pounds and work outdoors in all weather conditions; perform very physical and strenuous work under hazardous working conditions; work in and around traffic and work site equipment or machinery, and work in locations with known or suspected contaminated materials.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-13 Created from the COPPEA Classification of Environmental Technician I
July 2017 – Updated union name from COPPEA to PTE

Revised: 08-16-23 Updated class spec to reflect current industry standard language and to allow for assignments outside of field operations.