

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ENVIRONMENTAL TECHNICIAN

JOB DESCRIPTION

Employees in this job operate, maintain, and perform minor repair of environmental air quality testing devices and/or perform other inspection and licensure activities pertinent to a specific environmental air monitoring program.

There are five classifications in this job.

Position Code Title – Environmental Technician-E

Environmental Technician 8

This is the entry level. As a trainee, the employee works in a learning capacity performing a range of environmental technician assignments while receiving close supervision.

Environmental Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of environmental technician assignments.

Environmental Technician E10

This is the experienced level. The employee performs a full range of environmental technician assignments and uses considerable independent judgment in making decisions requiring the interpretation and application of guidelines to specific situations with considerable latitude.

Position Code Title – Environmental Technician-A

Environmental Technician 11

This is the advanced level. The employee serves either as a lead worker responsible for overseeing the work activities of other Environmental Technicians or as a senior worker performing the most complex environmental technician assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

Position Code Title – Environmental Technician-SS

Environmental Technician 12

This is the staff specialist level. The employee uses specialized technical knowledge in performing highly complex environmental technician assignments involving authority for an assigned program. Staff specialist positions have sole and full time responsibility for an assigned program area, and are recognized through approval by Civil Service.

ENVIRONMENTAL TECHNICIAN

PAGE No. 2

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Monitors the nature of emissions and the quality of the air in surrounding environments to ascertain compliance with laws regulating air pollution, industrial health and related concerns.

Conducts periodic inspections of conventional and coin operated dry cleaning plants to ascertain compliance with requirements as to installation and operation.

Reads and interprets license application and accompanying blueprints for dry cleaning establishments to determine compliance with installation requirements, including details on ventilation control, wiring, and electronic sensing instruments.

Installs stationary air pollution laboratories and mobile air sampling equipment.

Operates such equipment as dilution systems, ozone generators, zero air generators, digital hand meters, volt-ohmmeters, calculators, hand tools, velometers, halogen leak detectors, MSC pumps, low flow pumps, detector tubes, pilot tubes, gas techs, halide meters, freon detectors, noise dosimeters, and 35mm cameras.

Takes air and/or materials samples of environmental conditions.

Takes airflow measurements.

Performs checks and calibrations, preventative maintenance, and minor repairs on equipment.

Observes the condition of machinery, safety equipment, and environmental control systems.

Evaluates air pollution sources based on visible emissions.

Lifts and operates testing equipment, including some weighing up to 60 pounds.

Climbs ladders and walks on roofs to reach equipment.

Operates a microcomputer to obtain and verify data.

ENVIRONMENTAL TECHNICIAN

PAGE No. 3

Investigates complaints of violations.

Issues verbal and/or written instructions on corrections that are necessary for conformance with regulations.

Meets and exchanges information with people and organizations pertinent to the work, such as the public, employers, employees, architects, engineers, contractors, fire and health agencies, local enforcement departments, and industrial hygienists; or with program staff and technical support staff.

Maintains favorable relations and effective working relationships with staff and others.

Maintains records, logs data, and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Environmental Technician 11 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of other Environmental Technicians.

Oversees and assures the quantity and quality of the work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains employees in environmental technician activities.

Environmental Technician 11 (Senior Worker)

Performs on a regular basis environmental technician assignments which are recognized as the most complex.

Environmental Technician 12

Exercises independent authority and responsibility for an assigned program area.

Serves as the recognized expert within a program area, and provides technical assistance to other departmental staff.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable

ENVIRONMENTAL TECHNICIAN

PAGE NO. 4

knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of the types and uses of manual, electrical, and electronic environmental testing devices and techniques.

Knowledge of the basic properties of electricity and electronics.

Knowledge of hazards and safety practices required in working with electricity, heat, and chemicals.

Knowledge of the capabilities and proper use of machinery and tools used on the job and monitored as a part of the job.

Knowledge of the environmental testing devices pertinent to the work.

Knowledge of basic statistics and mathematics.

Knowledge of basic chemistry, biology, and physical science.

Knowledge of basic scientific analysis.

Knowledge of pertinent state and federal laws, program-specific policies, procedures and regulations, and such other work guidelines as EPA approved quality assurance procedures and manufacturer established operational procedures; or rules for dry cleaning establishments, and MIOSHA and other occupational health safety programs.

Knowledge of solvents and other chemicals and of their control and environmental impact.

Knowledge of legal formats for logbooks and record keeping.

Ability to install, use, calibrate, maintain, and repair environmental testing equipment.

Ability to read blueprints and technical instructions to determine the proper installation and use of equipment and environmental control systems.

Ability to collect, record, and apply data obtained from testing devices.

Ability to use a computer terminal to access and manipulate data using a software program.

Ability to maintain records, prepare reports, and conduct correspondence.

Ability to communicate effectively.

ENVIRONMENTAL TECHNICIAN

PAGE No. 5

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Environmental Technician 11 (Lead Worker)

Ability to organize and coordinate the work of the unit.

Ability to establish priorities, assign, and evaluate the work of lower-level Environmental Technicians.

Environmental Technician 11 (Senior)

Ability to analyze and solve the most complex environmental technician assignments.

Environmental Technician 12

Knowledge of the programmatic and developmental aspects of assigned program area.

Ability to organize and operate assigned program.

Ability to adapt new technology and methods to increase program effectiveness.

Working Conditions

Work is performed in the field as well as in the office or shop and may require frequent travel, the transport of heavy testing equipment, and the climbing of ladders to reach rooftop-testing stations.

Fieldwork sites vary, but may include places of business such as dry cleaning establishments where the employee is in proximity to chemicals, noise, high temperatures, and odors.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office or laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require travel.

Physical Requirements

The job duties require an employee to climb ladders.

The job duties may require the employee to lift or move heavy objects.

ENVIRONMENTAL TECHNICIAN

PAGE No. 6

Education

Possession of an associate's degree in electronics technology, engineering, a physical science, or a biological science.

Experience

Environmental Technician 8

No specific type or amount is required.

Environmental Technician 9

One year of experience operating and maintaining environmental testing devices and/or performing other environmental monitoring inspection and licensure activities equivalent to an Environmental Technician 8.

Environmental Technician E10

Two years of experience operating and maintaining environmental testing devices and/or performing other environmental monitoring inspection and licensure activities equivalent to an Environmental Technician, including one year equivalent to an Environmental Technician 9.

Environmental Technician 11

Three years of experience operating and maintaining environmental testing devices and/or performing other environmental monitoring inspection and licensure activities equivalent to an Environmental Technician, including one year equivalent to an Environmental Technician E10.

Environmental Technician 12

Four years of experience operating and maintaining environmental testing devices and/or performing other environmental monitoring inspection and licensure activities equivalent to an Environmental Technician, including two years equivalent to an Environmental Technician E10 or one year equivalent to an Environmental Technician 11.

Alternate Education and Experience

Environmental Technician E10

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

ENVIRONMENTAL TECHNICIAN

PAGE No. 7

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ENVRONTCH

Job Code Description

Environmental Technician

Position Title

Environmental Technician-E

Environmental Technician-A

Environmental Technician-S

Position Code

ENVRTCHE

ENVRTCHA

ENVTCHSS

Pay Schedule

L32-006

L32-012

L32-013

ECP Group 1
Revised 6/1/06
TeamLeaders