

## **CLASS TITLE: UCS ENVIRONMENTAL ENGINEERING AIDE**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs subprofessional environmental engineering work involving inflow/infiltration detection, wastewater sampling and flow measurements of wastewater sources, field inspection and other related assigned duties.

### **ESSENTIAL TASKS:**

- Acts in the role of a lead person in activities of the Underground Collection Systems (UCS) section
- Takes samples from the sanitary sewer system
- Makes flow measurements of sanitary sewer lines
- Performs specialized monitoring activities to locate problem sources in the system
- Maintains a chain-of-custody program for wastewater samples
- Conducts a variety of tests utilizing specialized equipment
- Maintains detailed records
- Performs public notification and education regarding the Collection Systems
- Performs onsite installation of flow monitoring equipment to detect, locate and pinpoint sewer inflow/infiltration sources through analysis and interpretation of flow data
- Utilizes specialized computer software to perform setup, calibration, interrogation and analysis of flow data
- Conducts complaint-based investigations and other field inspections
- Performs technical calculations, hydraulic modeling and minor laboratory analysis to ensure compliance with local, state and federal regulations
- Conducts and supervises confined space entries and ensures proper safety precautions followed at all times and may make entry on occasion
- Acts as a liaison or assists other agencies and/or departments as directed in relation to department objectives
- Presents reports, maintains computer databases, provides information on operational concerns, planning assessments and capital improvements
- Oversees and directs containment and mitigation of major, and performs containment and mitigation of minor, sewage spills to comply with ODEQ and EPA regulations
- Operates a City vehicle
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Completion of two (2) years from an accredited college or university with coursework in environmental science and three (3) years of progressively responsible and varied subprofessional environmental work experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of environmental engineering, chemistry and hydraulics; and good knowledge of sanitary sewage collection systems and treatment processes. Ability to use computer spreadsheet and word processing software; ability to conduct tests utilizing specialized equipment; ability to read and interpret the sewer atlas, plans, maps, blueprints and specifications; ability to keep accurate records and statistical data; ability to apply applicable regulations regarding wastewater containment and mitigation and ensure safety procedures followed around biohazards and in confined spaces; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; occasional pulling up to 60 pounds; may be subject to confined space entries, extended periods of walking, standing, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and obtain within six (6) months of hire date a Class "C" Wastewater Operator's license as issued by the Department of Environmental Quality (DEQ).

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and in inclement weather, occasionally indoors and requires considerable traveling to various jobsites to perform flow monitoring assignments, field inspections and investigations; may be exposed to fumes, dust and air contaminants and incumbents required to wear breathing apparatus and other safety equipment when exposed to biohazards and wastewater or when working in confined spaces; and may be subject to 24 hour emergency call-out.

**Class Code: 3562**

**EEO Code: N-03**

**Pay Code: OT-18**

**Group: Engineering, Planning and Technical**

**Series: Subprofessional Engineering and Technical**

**Effective Date: April 04, 2011**