THE OPPORTUNITY
The Environmental Compliance Technician is located in the Water Resources Section of the Utilities Department. The position provides support for professional environmental staff responsible for compliance with Federal, State and Local regulatory mandates requiring monitoring of storm water discharges to waters of the United States, protection of water quality for beneficial uses and enforcement of water restrictions during declared water emergencies. Duties require good communication skills (both written and verbal), good judgment, problem identification and resolution, cooperative teamwork, and technical skills in inspection and enforcement of regulatory mandates. The Environmental Compliance Technician receives supervision from the Water Resources Analyst and does not exercise any supervision, but may at times provide technical information to other departments or agencies.

The Environmental Compliance Technician performs a wide variety of technical office and field support for the City’s Storm water Management and Water Conservation Programs; performs routine inspections; collects samples; investigates service requests; disseminates public outreach materials; prepares technical reports; and performs other related duties as assigned.

MINIMUM REQUIREMENTS
Any combination of experience and training that would likely provide the required knowledge, skills and abilities as listed below is qualifying. A typical way to obtain the knowledge and abilities:

Knowledge of:
- Water conservation practices and procedures
- Customer service and public contact
- Regulatory mandates governing storm water management and enforcement of water restrictions
- Inspection and reporting practices and procedures
- Modern office methods, practices and procedures including telephone etiquette
- Blueprints and diagrams
- Microsoft Word, Excel, PowerPoint, Publisher and Adobe Acrobat

Ability to:
- Read, analyze and interpret regulations
- Read and understand blueprints and diagrams
- Establish and maintain effective working relationships with those contacted in the course of work
- Develop instructional materials and present workshops
- Prepare reports and maintain records; operate a computer.
- Investigate and research information
- Maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters
- Work with speed and accuracy
- Communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE

Experience:
- Experience equivalent to two years in the areas including office and/or field work, inspections, information gathering, making reports, performing customer service/public contact, interpreting and applying policies, procedures, rules and regulations.
- Experience with public outreach materials/making presentations in any field highly desirable; performing inspections and/or doing sampling in any field highly desirable.

Education:
- Education equivalent to completion of one year of college level courses or specialized training in environmental studies or a related field.

Licenses & Certificates
- Possession of, or ability to obtain and maintain an appropriate, valid California driver license and must be insurable.

TYPICAL DUTIES
Duties may include, but are not limited to, the following:
- Maintain records of written, email and telephone correspondence regarding inquiries, complaints, violations received, and other communications pertaining to storm water management and water conservation
- Independently respond to Government Outreach service requests; photographs violations and input the findings with photos along with action taken. Follow-up to determine compliance and record findings
- Inspect commercial, industrial, institutional and residential properties for compliance with water restrictions and discharges of storm water to the City’s storm drain system
- Inspect and enforce construction projects, as assigned, for compliance with Federal, State and local regulations
- Review Post-Construction Maintenance Agreements and verify self-monitoring; inspect as necessary to confirm
- Assist in the development and dissemination of public outreach materials, including presentations and workshops on compliance with water restrictions and water quality; promote public participation in program activities
- Collect and record data related to investigations and findings
- Collect samples and prepare chain of custody
- Prepare summaries, narratives, spreadsheets, and charts for reports
The City of Tracy invites you to
Apply for the Position of
ENVIRONMENTAL COMPLIANCE TECHNICIAN
(OPEN AND PROMOTIONAL)

$3,686 - $4,480 per month

Final Filing Date: March 16, 2016 at 3:00 PM