

ENVIRONMENTAL TECHNICIAN 2**Nature of Work**

Under general supervision, performs full-performance level technical and/or paraprofessional work in the field of environmental regulation to assure that sites are in compliance with State and Federal regulations by reviewing technical information submitted; assisting in developing and implementing policies and procedures; and/or performing complex field analysis or environmental remediation at designated sites. Extensive travel may be required. Travel over difficult terrain and in inclement weather may be required. Performs related work as required.

Distinguishing Characteristics

Ensures compliance with State and Federal regulations by collecting and tracking data from field sites and/or assisting in the development and implementation of policies and procedures. Conducts complex field laboratory analysis of designated sites. Repairs and calibrates monitoring equipment. May supervise clerical staff.

Examples of Work

- Reviews and performs analysis of technical reports, forms and/or other information submitted to ensure compliance with State and Federal regulations.
- Assists in developing and implementing policies and procedures to assure compliance with applicable laws.
- Monitors environmental enforcement data collection and report preparation through an automated tracking system.
- Compiles/prepares technical reports from information submitted and/or tracking data for supervisor(s) and/or legal requirements.
- Performs complex field laboratory analysis of designated sites.
- Repairs and calibrates monitoring equipment.
- May set up or remove monitoring equipment from designated sites.
- May handle toxic or hazardous chemicals.
- May supervise clerical employees.

Knowledge, Skills and Abilities

- Knowledge of State and Federal regulations concerning environmental monitoring and enforcement.
- Knowledge of permit requirements and the policy and procedures of the agency.
- Knowledge of field analysis methods.

ENVIRONMENTAL TECHNICIAN 2 (CONT'D)

Knowledge, Skills and Abilities (cont'd)

- Knowledge of the procedures for handling toxic/hazardous chemicals.
- Skill in the use of a computer for collecting, tracking and transmitting field data.
- Ability to communicate effectively, both verbally and in writing.
- Ability to plan and supervise the work of clerical employees.
- Ability to repair, calibrate, set up, and remove monitoring equipment.

Minimum Qualifications

- TRAINING: Graduation from a standard high-school or the equivalent.
- EXPERIENCE: Two years of full-time or equivalent part-time paid experience in technical or paraprofessional work in environmental/natural resources or related fields.
- SUBSTITUTION: Successful completion of an associate degree in environmental technology or related fields from an accredited college or university may be substituted for the required experience on a year-for-year basis.
- Special Requirement: Valid West Virginia driver's license.

Established: 09/16/1993
Revised: 01/04/2002, 02/14/2003
Effective: 02/14/2003