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| <b>CITY OF CEDAR RAPIDS<br/>POSITION PROFILE</b>  | <b>JOB CODE #/TITLE:</b> NB202<br>WPC Environmental Specialist |
| <b>POSITION #/TITLE:</b> 1334, 2342<br>Water Pollution Control Environmental Specialist | <b>Adopted:</b> 07-97<br><b>Revised:</b> 10-11                 |

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| <b>POSITION DESCRIPTION</b> |
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| <b>Dept/Division:</b> Utilities/Water Pollution Control  | <b>Manager Level:</b> Non-Manager   |
| <b>Salary Plan/Description:</b><br>NBU/Non-Bargaining Unit   | <b>Salary Grade:</b> 10   |
| <b>Reports To Position #/Job Code #/JC Title:</b><br>0806/NB201/Utilities Environmental Manager                              | <b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>                 |
| <b>FLSA Status:</b><br>Exempt  | <b>City Overtime Status (Employee Type):</b><br>Non-Exempt (Exception Hourly) |
| <b>Physical Demand Rating:</b> Very Heavy  | <b>Work Environment:</b> Uncontrolled   |
| <b>Pre-employment Testing:</b> Drug and health screening after contingent offer.   | <b>Position Testing:</b> None   |
| <b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing |   |

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| <b>General Statement of Duties</b> |
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Designs, develops and maintains flow metering, inspection, and sampling programs for the City's Water Pollution Control and Stormwater programs; performs related work as required.

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| <b>Distinguishing Features of the Class</b> |
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Considerable leeway is granted for the exercise of independent judgment and initiative.

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| <b>Examples of Essential Work (Illustrative Only)</b> |
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Develops and monitors stormwater and industrial sampling sites and collects samples;  
 Conducts inspections, sampling and flow monitoring verification activities, as directed, in support of City stormwater and industrial pretreatment programs;  
 Collects, analyzes and interprets effluent flowmeter data for Cedar Rapids and surrounding municipalities;  
 Designs and develops monitoring equipment and programs for environmental features such as rain and surface waters;  
 Develops sampling procedures, gathers raw and automated data, performs statistical analysis and generates data and reports;  
 Designs alternative communication systems for the receipt of data from flowmetering sites;  
 Provides consultation and responds to inquiries concerning flowmeters, sampling, inflow, infiltration, effluent discharge and remote sensing devices;  
 Conducts research concerning new flowmetering technologies, remote sensing power and communication devices and directs the installation of flowmetering devices;  
 Maintains surveys and inventories of sensing areas and devices;  
 Coordinates sampling and monitoring activities with laboratories and community representatives;  
 Coordinates purchasing of required equipment or services according to City policies and procedures;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends meetings, conferences and workshops;

Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of the principles, practices and techniques for stormwater and effluent metering, sampling and analysis;  
Comprehensive knowledge of the principles, practices and procedures used in monitoring base and stormwater stream flow and developing and maintaining meteorological sensing facilities;  
Thorough knowledge of statistical research and analysis;  
Thorough knowledge of remote sensing and communication equipment operation and maintenance;  
Ability to utilize appropriate database programs;  
Ability to organize and conduct wastewater metering and sampling activities;  
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, industrial and commercial representatives, laboratory personnel, State and local officials and the public both orally and in writing, using both technical and non-technical language;  
Ability to prepare accurate and reliable reports containing statistical analysis, biological and chemical terminology, flows, findings, conclusions and recommendations;  
Ability to operate a personal computer using program application appropriate to assigned duties and responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in environmental engineering, chemistry, geology or closely related field; and  
Considerable experience conducting field sampling or laboratory analysis of environmental components;  
or;  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to collect environmental samples and determine laboratory results;  
Sufficient manual dexterity which permits the employee to operate computerized equipment and collect environmental samples from a variety of field conditions;  
Sufficient personal mobility which permits the employee to collect environmental samples from a variety of industrial, commercial and natural settings.