



City of Saginaw

333 West McLeroy
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Saginaw, Texas 76179
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www.ci.saginaw.tx.us

**WATER/WASTEWATER DEPARTMENT
ENVIRONMENTAL TECHNICIAN
FULL TIME POSITION**

DATE: September 20, 2018

CLOSING DATE: Open until position filled

SALARY: \$ 34,583 annually, \$ 1,330.12 biweekly, \$ 16.63 hourly

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School Diploma or General Equivalent Diploma

DRIVING: Must have a valid Texas Driver's License and maintain a good driving record.

CERTIFICATION: None required

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATION.

All applications must be returned with:

1. Copy of Driver's License
2. Copy of Social Security Card
3. Copy of Diploma or equivalent
4. Completed Authority for Release of Information and Wavier
5. Completed Authorization to Conduct Drug and Alcohol Testing
6. Completed Supplemental Work and Personal History Form
7. Completed DPS Criminal History (CCH) Verification

Application packets are available:

In Person: City of Saginaw Human Resource Office, 333 West McLeroy Blvd., Saginaw, TX 76179

Online: www.saginawtx.org

Completed application packets can be emailed to: applications@ci.saginaw.tx.us

**NON-TOBACCO USERS PREFERRED
NO SMOKING INSIDE ANY CITY BUILDINGS OR CITY VEHICLES**

ENVIRONMENTAL TECHICIAN HIRING PROCESS

The hiring process for the environmental technician position will consist of the following: Interview by the Environmental Manager, Field Operations Manager and Human Resource Manager, background and reference check, and physical examination and drug screen. Any offer of employment is contingent on final applicant passing the physical examination and drug screen. **We reserve the right to reject any or all applicants.**

Equal Opportunity Employer

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and municipalities
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 Per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
VACATION:	40 hours after 6 months, 40 hours after 1 year 1-5 years 2 weeks 5-15 years 3 weeks 15-25 years 4 weeks 25 plus years 5 weeks
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holiday after 6 months
SICK LEAVE:	80 hours annually, 40 hours after 6 months, remaining 40 hours accrue 6.7 hours for two months, 6.6 hours for four months.
INSURANCE:	Group Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of \$365.00 per month) Life 50,000/50,000 (Paid by City)
UNIFORM:	Shirts and pants provided
OPTIONAL:	Direct deposit to checking or savings accounts AFLAC (Optional) AXA Deferred Compensation Plan (Optional) Disability Plan after one (1) year of employment.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: **Environmental Technician**
Department: Water/Wastewater
Full Time Position

Effective: 10-01-2018
State Employment Commission Code: 4941
Worker's Compensation Number: 7520

Job Summary:

Work is performed under the direct supervision of the Environmental Manager. Performs inspections, sampling events, and surveillance of industrial facilities to ensure compliance with all TCEQ, EPA and local pretreatment, stormwater and hazardous material regulations; maintains records of industrial user performance and compliance records.

This is a broad classification with individual positions assigned to specific functional areas. Duties and assignments may overlap depending on the operational needs of the department and staffing levels.

Essential Job Function:

- Install automatic samplers, flow measurement equipment and pH equipment in manholes or sample ports: ensure adherence to safe work practices.
- Collect and preserve samples of effluent discharges for testing procedures; prepare sampling paperwork including chain of custodies, labels, laboratory analysis sheets, sample request forms and tracking and monitoring forms.
- Inspect and sample the facilities of wastewater dischargers; inspect records on operations and activities; inspect the size and maintenance of grease and oil interceptors;
- Investigate complaints regarding wastewater, stormwater, cross connection, water conservation and hazardous materials/wastes activities;
- Confer with contractors, business owners and the general public on pretreatment, stormwater, cross connection, water conservation and hazardous materials activities and regulations; explain and interpret requirements and restrictions.
- Conduct stormwater sampling, stenciling, analysis and flow measurement; distribute literature as needed.
- Maintain files and reports regarding inspection activities and findings.
- Respond to hazardous waste spills and illegal dumping in accordance with TCEQ and EPA regulations.
- Maintain files on all cross connection control assemblies in the City and keep test reports up to date.
- Send out correspondence letters informing customer of when their assemblies need to be tested.
- Communicates violations, deficiencies or noncompliance to customers.
- Attend and participate in meetings; stay abreast of new trends and innovations in the field of wastewater effluent quality activities.
- Perform related duties as required.
- Must be able to work in an out-of-door environment subject to extreme temperatures, inclement weather and intermittent exposure to dirt, fumes and loud noise.

Other Job Functions:

Work with other City departments as needed.

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency, College Degree preferred, not required, and Valid Texas Drivers License.

Experience, Training, Knowledge and Skills:

Must be able to comprehend and follow oral instructions. Must be able to read and write. Must speak English. Must have knowledge of the following:

- Pretreatment/wastewater, stormwater management, water quality and hazardous materials/waste regulations, standards and ordinances enforced by the City.
- Methods and techniques of wastewater effluent quality, stormwater and hazardous material inspection.
- Basic principals of chemistry and biology.
- Various chemicals and their characteristics, reactions, hazards, containment and storage.
- Biological processes and the effect of different waste streams on treatment plant operations and the environment.
- Methods and techniques of handling hazardous materials/wastes.
- Basic laboratory testing procedures including sampling techniques and chain of custody protocols.
- Modern office procedures, methods and equipment including computer and applicable software applications.
- Pertinent federal, state and local laws, codes and regulations.

Will also need the ability to:

- Apply technical knowledge and follow proper inspection techniques to examine facilities.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Enforce necessary regulations with firmness and tact.
- Install automatic samplers, flow equipment, pH equipment and air monitoring equipment.
- Respond to complaints regarding illicit discharges, odors and hazardous materials in the public and private sectors.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.