

Job Class Profile: Environmental Technician**Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	3	3	3	2	3	1	5	
Points	187	67	19	14	90	43	62	21	54	557

JOB SUMMARY

The Environmental Technician is responsible for technical work in support of the Environmental Health Program, particularly as it relates to the province's water supply system. Work involves collecting water samples that represent a municipality's water distribution system as well as swimming pools and private wells. In addition to water sampling, collects samples of milk from licensed dairy farms; assists with monitoring protected roads for development; tobacco enforcement and inspection; meat inspection and quarry referrals.

Key and Periodic Activities:

- Collects water samples from municipal water sources based on population size of the particular community that is serviced to ensure prescribed treatments and standards are upheld. Records data and pertinent information.
- Collects milk samples from dairy farms on a monthly basis and documents the collection procedure for compliance with milk quality and food safety standards set by the province.
- Upon request, conducts meat inspections from private producers. Determines if any sign of ill health exists with animals designated for slaughter. Subsequently, conducts internal inspection of animals for any signs of illness or parasites that may lead to meat being excluded for human consumption.
- May conduct sanitary swabbing to ensure proper sanitary measures are being taken to avoid contamination.
- Transports collected samples to laboratory for analysis.
- Conducts tobacco enforcement and inspection.
- Monitors protected roads for any disturbance, construction, etc.
- Conducts pool sampling to determine chlorine levels, pH, alkalinity, hardness and bacteria to ensure water is safe for use.
- Reviews applications and inspects sites for proposed quarry activities referred from Department of Natural Resources to ensure proposed activity adheres to the requirements of the Environmental Protection Act.
- Provides technical information on water sampling procedures to the general public and alerts clients of sub-standard or unsatisfactory water results.

SKILL

Knowledge

General and Specific Knowledge:

- Environmental Legislation, Regulations, policies and procedures
- Environmental issues, monitoring techniques
- Municipal water systems and treatment units
- Testing equipment

Formal Education and/or Certification(s):

- Minimum: 3 Year Specialized Diploma in Environmental Science/Technology/or related program.

Years of Experience:

- Minimum: 1 – 2 years

Competencies:

- Written and verbal communication skills
- Analytical skills
- Investigative skills
- Ability to apply established sampling techniques
- Repair and calibrate machinery

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, providing routine information to answer questions and address concerns from the general public on both private and municipal water sampling, and deals with individuals who are upset or angry due to sampling results.
- Communication occurs with employees, peers and managers within the organization as well as clients, the general public and other municipal government representatives.
- Most significant contacts are the public (to provide guidance and information on private and municipal water); Manager/Supervisor (to obtain advice and guidance when dealing with difficult issues); and employees/peers (to work as a team where work activities impact others).

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue requiring periods of rest.
- Occasionally required to lift or move objects less than 10 lbs., such as sampling kits, bottles, and coolers for keeping samples cool.
- The use of fine finger/precision work when using a computer to write monthly reports, email, travel claims and data entry is required on a regular basis.
- Driving is required to conduct various types of sampling. At dairy farms, climbing is required to obtain milk samples.

Concentration

- **Visual** concentration is exercised when driving to various locations to conduct sampling.

- **Time pressures and deadlines** are experienced as a result of established schedules for various types of sampling. In addition, time restrictions are often imposed by the laboratory.
- **Eye/hand coordination** is required when collecting samples using a variety of instruments. Care must be taken to ensure there is no contamination.
- **Exact results and precision** are exercised when conducting tests as controls must be followed to ensure accuracy.

Complexity

- Tasks and activities are typically repetitive/well defined as positions work with defined and standard work processes.
- Typical challenging problems or issues revolve around low chlorine residuals within a water system. This may be due to a number of possible reasons (break in waterline, problem with chlorine pumps, etc.). When this occurs, further investigation is necessary to determine the cause. Upon re-sampling a determination may have to be made regarding the issuance of boil water advisory. Should this be determined, contact is made with an Environmental Health Officer to issue that advisory.
- Reference material available includes acts and regulations, manuals, co-workers and supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- Can order supplies needed for water sampling from the public health laboratory.
- Purchases, signing off on Water Reports and issuing Boil Water Advisories require supervisory approval.
- Discretion and judgement is exercised when advising municipalities of a possible problem with their water system, however, an Environmental Health Officer actually deals with the situation.
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Impact

- Impacts are felt internally within the immediate work area, department and organization as well as externally with clients and general public. Resources affected include equipment, processes and systems, information, facilities, material resources, health, safety and corporate image. By conducting water, milk and other sampling, ensures health and safety of the general public.
- The consequences of a mistake or error could have a significant impact on the above noted people and resources if a sample is not conducted properly.
- The typical timeframe required to identify and resolve errors could be within hours or longer depending on the severity of the error.

Development and Leadership of Others

- There is no supervision of staff.
- May provide advice to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as hard hats, safety vests, steel toe boots are required when visiting quarries. When visiting farms special precautions to prevent any possible contamination from one site to the other is required.
- There is a limited likelihood for minor cuts, bruises, abrasions, fractures, minor illness or other injuries given all safety regulations are followed.
- There is travel with exposure to adverse weather conditions, wet or slippery surfaces and odours when conducting sampling.