

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Environmental Field Operations Technician		
<b>Job Code:</b>	ST5040	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	504	<b>Date Created:</b>	10/22/2024
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs basic inspections typically on projects involving a single repair service for contractors or homeowner. Provides permitting, information and research.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides environmental maintenance services to contractors and public spaces to ensure compliance with environmental regulations and standards.
2. Identifies, records, and reports illegal dumping, bulk items, hazardous materials, and other pertinent data into the computer for public and private properties, ensuring proper disposal methods are used.
3. Provides customer service by interacting with customers by addressing environmental concerns, inquiries and complaints, either face-to-face, over the telephone or by email.
4. Provide information to the general public on recycling, yard waste, bulk waste and other solid waste programs.
5. Conducts research of the City's environmental regulations and permitting system to provide guidance and ensure compliance for customers.
6. Safely identifies, consolidates and transports hazardous materials to the Environmental Collection Center, following all hazardous waste management protocols.
7. Operate a variety of hand and small power tools and equipment.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Data entry systems and/or work order management system.
  - Routine maintenance functions.
  - Database software and computer programs.
  - City adopted environmental codes and ordinances.
  - Permitting structure and limitations.
  - City and departmental driving policy.
  - Basic vehicles service requirements.
  - Basic fixtures repair.
  - Environmental hazardous materials disposal regulations and safe handling procedures, especially when assigned to the Environmental Collection Center.
  
- **Skill in:**
  - Clear explanation of environmental codes and regulations to the public and contractors.
  - Repair skills.
  - Research and data input.
  - Safe driving.
  - Time Management.
  - Customer service.
  
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Perform permit research and enter inspection results.
  - Comply with City environmental codes.
  - Work independently in the absence of supervision.
  - Establish and maintain effective working relationships.
  - Respond to requests and inquiries from the general public.
  - Operate a forklift when assigned to the Environmental Collection Center.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and no previous experience required.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

**When assigned to the Environmental Collection Center:** inside/outside working conditions exposed to all extremes of the environment; exposed to toxic and non-toxic odors, fumes, dusts, mists, gases, extreme weather, and other hazards relating to environmental waste.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**When assigned to the Environmental Collection Center:** task will typically exert up to 150 pounds of force routinely, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects. Warehouse and outside environment. Exposure to dust, chemicals and seasonal weather.