



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

07/09/2020

Environmental Technician, 7316

Summary of Duties: An Environmental Technician reviews, makes recommendations and provides corrections to the Certified Unified Program Agency (CUPA) regulated business submittals processed in the California Environmental Reporting System (CERS). This includes CUPA regulated businesses which qualify for any one or a combination of the six CUPA program elements including: California Accidental Release Prevention Program, Underground Storage Tank Program, Hazardous Waste Program, Aboveground Petroleum Storage Tank Program, Hazardous Materials, and Hazardous Materials Business Plan (HMBP). An Environmental Technician communicates with and educates businesses regarding CUPA policies, procedures, and reporting requirements; coordinates and facilitates CUPA business workshops; assists the CUPA Enforcement team with legal case preparation, administrative enforcement, and permit payment plans.

Class Characteristics: An Environmental Technician with the City of Los Angeles Fire Department applies professional knowledge of the Hazardous Materials Program, the California Environmental Reporting System (CERS), and the California Environmental Protection Agency (CalEPA) standards and principles to projects being managed by the CUPA. An Environmental Technician provides technical support and assists professional sworn and civilian inspection staff with gathering and reviewing complex technical data, prepares enforcement documents, tracks Hazardous Materials Business Plan (HMBP) submittals and sends notices to noncompliant businesses, and assists with coordinating Administrative Enforcement hearings. This class is distinguished from other classes by the depth of analysis and research required, as well as the necessity to facilitate and coordinate CUPA business workshops and establish annual permit payment recovery plans. The Environmental Technician serves as a technical consultant to the CUPA on questions regarding reportable hazardous materials, CUPA business plan submittals and workshops, and CERS data and reports. The Environmental Technician conducts routine environmental surveys, prepares statistical reports, and performs other functions as assigned.

Example of Duties:

- Review regulated business submittals in CERS;
- Generate CUPA program reports of outstanding business submittals;
- Work with Information Technology staff to test databases, troubleshoot issues, develop new reports and assist with page layout configuration;
- Train staff on the use and manipulation of CERS and some aspects on the use of the CUPA inspection software;
- Furnish information at a public counter, over the telephone, or via electronic mail regarding functions, procedures, activities and policies of the Fire Department, the status of projects, and legal provisions;
- Gather information from a variety of sources;

- Summarize and interpret data when required and prepare reports;
- Perform file searches for information not readily available or for complex cross-references;
- Perform basic calculations verifying the accuracy of computations performed by others;
- Update various types of database information;
- Conduct routine environmental surveys;
- Assist inspection staff with gathering data, preparing legal case documents, and coordinating administrative enforcement hearings;
- Monitor HMBP submissions on CERS and send notices to non-compliant businesses;
- Compose routine correspondence, reports, memoranda, statistical tabulations, and other documents following general guidelines established by city, state, and federal policies; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENT:

Associate Degree or higher from an accredited college or university in biology, chemistry, environmental science, ecology, physics, or a closely related field.

License: A valid California Class C driver's license and a good driving record are required

Physical Requirements: Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.