



ENVIRONMENTAL TECHNICIAN III JOB DESCRIPTION

Job Title: **Environmental Technician III**

Job Code: **ET311**

Pay Grade: **121**

Effective Date: **January 2023**

FLSA: **Non-Exempt**

Revision Date: **January 2023**

NATURE OF WORK

Under general supervision, this position serves as an Environmental Technician III that operates with general direction effectively and with expected results. Ensures county road projects are permitted and constructed in accordance with Lewis County codes and standards and follow the provisions set forth within the acquired environmental permits, approvals, certifications, and concurrence documents to ensure environmental compliance. Prepares environmental permitting documents, and mid- level GIS maps for transportation projects that will meet the environmental requirements of the local, state, and federal governments. Inspects erosion and sediment control best management practices on construction projects and County pit sites to assure compliance with environmental regulations.

ESSENTIAL FUNCTIONS

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Collect field data in support of the environmental planning of LCPW projects.
- Accurately and completely develop and produce environmental permitting documentation (i.e.. JARPA Permit Applications, SEPA checklists, Forest Practices Applications, NEPA Categorical Exclusions along with APE letters, Wetland Delineations, Wetland Mitigation Plans, Hazardous Materials Memorandums, 4(d) Documentation, No Effect Letters, Section 4(f) Temporary Occupancy Approval Documentation, Environmental Justice Memorandums, Applications for Authorization to Use State-Owned Aquatic Lands, Public Safety Checklists, and Use Authorization for Restoration and Mitigation Projects on State-Owned Aquatic Lands).
- Review and edit technical documents for grammar, format, and content,
- Review plans and prepare environmental special provisions for content to ensure all information is present that will need to be provided to local, state, and federal permitting agencies.
- Utilize a multitude of mapping software including ArcGIS software to determine presence of critical areas; endangered, threatened or priority species or habitats; hazardous materials, land use; or population demographics as well as develop and produce maps.
- Perform inspection of dewatering, fish rescue, and erosion control best management practices on construction projects, utilizing available resources to ensure contractor's compliance with environmental regulations.
- Prepare grants applications for culvert replacements and manage development of culvert replacements projects.
- Communicate to engineering what local, state, and federal permits, authorizations, certifications, and consultations are needed on individual project.
- Preliminary investigation of citizen complaints relating to drainage issues and develop potential solutions; if feasible.

- Coordinate with other divisions including survey, real estate services, and design during the development and delivery of projects
- Work independently, prioritize workload, assign tasks, and handle multiple assignments.
- Communicate and coordinate with engineering and environmental consultants to acquire zero rise analysis; hydraulic, hydrologic, and geomorphic assessments, wetland delineations, and cultural resources reports as needed.
- Accurately and completely develop and produce information for the public, other external customers, and other county departments in person (at public meetings), electronically, over the phone, and by letter.
- Review, understand, and interpret environmental related technical data and material.
- Train and instruct lower level employees on permit preparation and mapping.
- Track and maintain all necessary trainings and certifications necessary to complete duties.
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WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Work is typically performed in office and outdoor environments. Utilizing a computer for long periods; sitting for long periods; standing for long periods; exposure to inclement weather; working adjacent to traffic; working within active construction sites with heavy equipment, loud noises, and other safety hazards; traversing uneven and/or steep terrain; routinely lifting, manipulating, and transporting up to 50 pounds of various materials/equipment.

DISTINGUISHING CHARACTERISTICS

This is a journey-level environmental technician position; incumbents have greater independence and work on more complex tasks under lesser supervision while improving their job skills. Level III technicians must complete all required classes for multiple technical certifications; interact respectfully and professionally; think critically; collaborate; continually and quickly learn; and perform duties as assigned.

EMPLOYMENT STANDARDS

Associate's Degree in Environmental Science, Ecology, Biology, or related field **OR** GIS Certificate AND one (2) year of related experience as an Environmental Technician II (or equivalent).

Must possess a valid Driver's License. Specific technical training and certifications may be required.

KNOWLEDGE AND SKILLS

Knowledge of:

- County policies and procedures.
- Federal, State, and County environmental policies, laws, and regulations.
- Familiarity with Flora and Fauna of the Pacific Northwest.
- Fundamental principles and techniques of wetland delineation and ordinary high water mark determinations. Complete Wetland Using the Revised Washington State Wetland Rating System in Western Washington class, or equivalent, within 24 months of hire.
- Fundamental principles and techniques of field data collection.
- Modern methods and techniques of the dewatering, fish rescue, and erosion and sediment control best management practices.
- Familiarity with grant funding sources for fish barrier removals and design guidelines utilized to ensure future structures provide fish passage. Computers and specialized engineering software applications and file management procedures.
- OSHA safety rules and regulations and applicable safety standards involving hazardous environments.

Skills in:

- Analyzing technical issues, evaluating alternatives, and aiding in the development of construction plans and specifications.
- Interpreting technical information and work with consultants and designers to produce environmental drawings to be submitted to the U.S. Army Corps of Engineers.
- Technical writing and making mathematical computations.
- Reading and understanding plans, specifications, and schematics.
- Following safe work practices.
- Utilizing a Trimble GPS unit.
- Maintaining records and files.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively and following verbal and written instructions.