



ENVIRONMENTAL TECHNICIAN I JOB DESCRIPTION

Job Title: **Environmental Technician I**

Job Code: **ET313**

Pay Grade: **117**

Effective Date: **January 2023**

FLSA: **Non-Exempt**

Revision Date: **January 2023**

NATURE OF WORK

Under close supervision, this position serves as an Environmental Technician I learning to perform basic environmental technician tasks including preparation of environmental permitting documentation, assisting in wetland delineation and monitoring, and filing documentation. 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 low-level GIS maps for transportation projects that will meet the environmental requirements of the local, state, and federal governments. Inspects plants prior to planting mitigation 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.*

- Assist in the collection of field data in support of the environmental planning of LCPW projects.
- Accurately assist in the preparation of environmental permitting documentation (i.e. JARPA Permit Applications, SEPA checklists, NEPA Categorical Exclusions).
- Review and edit technical documents for grammar, format, and content,
- Learn to 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
- Assist in 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.
- 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.
- Track and maintain all necessary trainings and certifications necessary to complete duties.

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 an entry- level environmental technician position; incumbents have little or no directly related experience, and work under close supervision while learning job tasks. Level I technicians must interact respectfully and professionally; think critically; collaborate; continually and quickly learn; and competently perform duties as assigned.

EMPLOYMENT STANDARDS

Associate's Degree in Environmental Science, Ecology, Biology, or related field **OR** GIS Certificate.
Must possess a valid Driver's License.

KNOWLEDGE AND SKILLS

Knowledge of:

- County policies and procedures.
- Federal, State, and County environmental policies, laws, and regulations.
- Computers and specialized engineering software applications and file management procedures.
- OSHA safety rules and regulations and applicable safety standards involving hazardous environments.

Skills in:

- Technical writing and making mathematical computations.
- Following safe work practices. Maintaining records and files.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively and following verbal and written instructions.