

Environment Protection Assistant

DEFINITION

This is field work involving sampling, inspection, and assessment to ensure the enforcement of the Sewers Use Bylaw 9675 and the Sewers Bylaw 9425 within the overall objectives and targets of the Industrial Wastewater Control Program. Work is performed either individually or as a team member in accordance with all City policies, procedures and requirements.

Work in this position primarily involves the safe collection, assessment, documentation and delivery of representative water/wastewater samples, from a wide variety of sources, to a laboratory for analysis. Samples are obtained both manually and through the use of automatic sampling devices.

The routine inspection of hauled wastewater carriers and checking of related bylaw requirements and documentation is a secondary duty.

This position may also issue notices for specified minor bylaw infractions. When major infractions are suspected, the matter is referred to higher levels.

Work is performed in accordance with established sampling protocols. Duties are performed independently and work is co-ordinated and reviewed by a superior.

TYPICAL DUTIES *

Collects wastewater and water samples from manholes, wells, vacuum trucks, watercourses and designated sampling points using a variety of manual and automated equipment and techniques in accordance with established sampling protocols.

Plans and drives an efficient daily sample collections route to a variety of sites.

Landfill sampling duties, which includes bailing, preparation, calibration of meters, sampling, documentation, and coordination with landfill personnel.

Performs hauled wastewater inspections and sampling at City wastewater transfer stations.

Performs visual and field test kit assessments of samples, documenting results and observations.

Issues bylaw notices for specified violations, documents all violations, appears as witness in court proceedings and distributes basic bylaw information.

Prepares routine reports. Enters data onto printed or computer records.

Performs minor servicing and maintenance of equipment and vehicles.

Performs hazard assessments of all work sites and ensures that all required hazard controls are in place prior to performing any work.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the City of Edmonton Sewers Use Bylaw 9675 and Sewers Bylaw 9425. Ability to perform hazard assessments at all work sites and ensure that all required hazard controls are in accordance with City and private property requirements.

Ability to plan and drive an efficient route for several hours a day, in all types of traffic and weather conditions, and to get in and out of a vehicle frequently throughout this period.

Ability to work in unpleasant conditions involving the collection of wastewater samples from a wide variety of industrial commercial and institutional premises.

Ability to operate and troubleshoot automated sampling equipment and other field test equipment.

Good working knowledge of personal computers and related word processing and spreadsheet applications.

Ability to effectively and tactfully communicate with the public, business representatives and government agencies.

Ability to perform simple arithmetic calculations.

Ability to work outdoors for extended periods in unfavourable weather conditions and to carry equipment over a wide variety of terrain and ground conditions.

Physical ability to remove manhole covers and lift sampling equipment, coolers and related equipment weighing up to 50 kg several times per day.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a recognized two year diploma in Environmental, Chemical, Biological, or Police Sciences from a recognized technical institute including at least one course in introductory chemistry. Grade 12 chemistry or biology is required.

Valid Alberta Class 5 Driver’s License.

Must be eligible for appointment as a City of Edmonton Bylaw Enforcement Officer including a satisfactory security clearance check.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

ENVIRONMENT_PROTECTION_ASSISTANT_2013.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0727		0728	
Grade	016		018	

Last Updated: 2010-03 (Title change)
 Previous Updates: 2004-09
 Originated: