

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV75821
Job Class Code:	270	Salary Schedule:	ASRRENVEN
EEO Category:	02	Grade:	18
Workers Comp Code:	6204		

Job Code Established:	05/01/84	Effective Date:	05/01/84
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Environmental Engineering Series

JOB CODE TITLE: ENVIRONMENTAL ENGINEERING ASSOCIATE

HRIS TITLE: ENVMTL ENGRG ASSOC

WORK DESCRIPTION: Performs a variety of engineering duties for a period not to exceed 24 months in any area of the Environmental Health Division, including Air Quality Control, Water Quality Control, Waste Control, or Vehicular Emissions as a training program for progression to the journey level class.

WORK ACTIVITIES: integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to the journey worker level in the work system. Inspects water/wastewater treatment systems to assure that their construction meets state requirements.

Inspects septic tanks and performs percolation test of the soil to determine the rate of absorption; recommends type and size of septic tank needed.

Reviews water quality compliance schedules to assure the schedules are being carried out and that proper reports and forms are being completed.

Inspects sources of air pollution, makes tests, examines control equipment, and gathers data as basis for recommendations regarding air pollution.

Reviews solid/hazardous waste management plans submitted by local government and industries.

Inspects solid/hazardous waste management facilities and equipment to determine operator's compliance with laws and regulations enforced by the state.

Writes drafts of notices of violation or cease and desist orders and routes them through supervisor for action.

Writes detailed reports of investigations or inquiries, outlining methods, procedures, events, evidence, activities and results, and (ordinarily) making recommendations.

Reviews blueprints, maps, charts, records, and diagrams for specific information.

Reads and interprets state, federal, and local codes, laws and regulations in order to prepare reports or utilize in work activities.

Prepares tables, charts, graphs and other data summarizations; performs calculations, draws graphic representations; roughs out tables, charts, or graphs for typing or finishing.

Attends work unit staff meetings; gives and receives information; participates in problem solving and decision-making.

Performs related work as required.

WORK CONDITIONS: May be required to travel and/or work outdoors occasionally, depending on area of assignment.

SUPERVISION: This is a non-supervisory class. Training in the area of assignment to provide the required knowledge's and skills for advancement will be provided. Direct supervision will be provided during the training period.

WORK RESULTS/PRODUCTS: Completed studies, designs, and analyses of environmental projects applicable to the area of assignment.

RESPONSIBILITY: Timely and accurate completion of all assigned projects; scheduling and prioritizing work projects within established time frames.

AUTHORITY: Decisions that affect the work assignment as delegated by the supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: basic methods and techniques of engineering analysis as applied to questions of environmental health; agency organization and functions of the work units, acquired on the job; Federal and State statutes and agency standards, policies and procedures applicable to the area of assignment; agency safety practices and procedures.

Skill/Ability to: application of environmental engineering principles, practices, and methods of design, analysis, and construction of environmentally safe facilities and operating systems; detecting, analyzing, and resolving environmental health problems; oral and written communication; interpersonal relations, as applied to contacts with representatives of industry, other agency personnel, and representatives of other governmental jurisdictions.

SPECIAL SELECTION FACTORS: Bachelor of Science degree from an accredited college or university with a major in chemical, mechanical, sanitary, environmental, or civil engineering with options appropriate to environmental engineering. Certification as an Engineer-In-Training may substitute for the required education.