

City of Rapid City

Job Description

Job Title	Environmental Process Specialist		
Job Code:	EPSP	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	4/17/2023
FLSA Status:	Non-Exempt		

General Summary: The Environmental Process Specialist provides administrative support to the Environmental Process Group Supervisor.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Schedules and directs the collection of samples from Water Reclamation processes, MSW/Biosolids Co-composting system, and various industrial processes using appropriate sampling procedures.
- Directs analysis of environmental samples using (E.P.A.) approved and (A.P.H.A.) standard methods.
- Manages data from the laboratory and industrial waste programs using computerized data management systems.
- Reviews process control data for accuracy, and adds process notes and data corrections/updates as necessary.
- Assures compliance with regulations by maintaining the quality control and quality assurance system.
- Purchases chemicals and equipment and maintains the supplies & equipment inventory for the group.
- Updates the group operating and safety procedures manuals and MSDS files and ensures the practice of standard laboratory safety and health procedures.
- Administers training in laboratory analysis and sampling techniques for technicians and Division operations staff.
- Advises operations staff on necessary process adjustments.
- Assists in the design of special studies related to various environmental processes.
- Assists in inspections of the laboratory by regulators.
- Participates in the Laboratory and Industrial Technician functions as needed during staff absences.
- Performs other duties as required.

Qualifications:

Education/Experience:

Bachelor of Science in Chemistry, Biology, Engineering or similar course of study. Familiarity with pertinent analytical methods and two years of environmental program experience is required. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must obtain and possess a valid driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.