

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Environmental Technician

SERIES NO.:
8461

MAJOR AGENCIES:
Natural Resources

EFFECTIVE DATE:

SERIES PURPOSE:

The purpose of the environmental technician occupation is to analyze environmental data from reports & forms.

At the first level, incumbents collect & analyze environmental data from reports & records.

At the second level, incumbents direct activities of & supervise environmental technicians.

CLASS TITLE:

Environmental Technician

CLASS NUMBER:

84611

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of environmental science in order to collect, analyze & retrieve variety of environmental data from forms & reports.

CLASS TITLE:

Environmental Technician Supervisor

CLASS NUMBER:

84615

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of environmental science in order to direct technical activities related to resource identification, pollution control & environmental protection & supervise environmental technicians.

CLASS TITLE: Environmental Technician	CLASS NUMBER: 84611	BARGAINING UNIT: 07
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects, analyzes & retrieves variety of environmental data from forms & reports (e.g., collects & analyzes data on oil & gas wells for plotting on maps of varying scale, develops statewide & county statistical data concerning trends, depths, production & makes, updates & keeps posted on subsurface map records; reviews annual/final maps & reports for compliance with Section 1501 of Administrative Code & Chapter 1513 of Revised Code & advises inspector of revisions & reviews SM-7 & SM-8 forms for completeness & accuracy & advises inspector of revisions).

Prepares & updates special technical geological maps & cross sections; meters water samples & prepares for shipping; maintains logs & files; enters inspection & enforcement data into EDTA system.

Responds to written & verbal requests for information from general public & other agencies; attends meetings & seminars; assists field staff with observations, measurements, photography & special projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of environmental science (e.g., geology, chemistry, biology); section of administrative & revised code pertaining to area assigned*. Skill in use of cartographic instruments*; computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; answer telephone inquiries from general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 courses or 9 mos. exp. in environmental science (e.g., geology, chemistry, biology).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Environmental Technician Supervisor	CLASS NUMBER: 84615	BARGAINING UNIT: EX
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EFFECTIVE DATE:
06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs technical activities related to resource identification, pollution control & environmental protection (e.g., processing of information related to oil & gas industry by overseeing development of oil & gas well location maps & processing of technical data into standardized formats; oversees collection, processing, filing & recording of well cuttings) & supervises environmental technicians.

Coordinates annual cataloguing, microfilming & filing of records & prepares annual statistical summary of activity; coordinates storage of records & cataloguing of core information.

Responds to written & verbal requests for technical information regarding records of assigned area; makes recommendations on sampling policy; assists other staff members in preparation of technical maps & cross-section for publications.

MAJOR WORKER CHARACTERISTICS:

Knowledge of environmental science (e.g., geology, natural resources); section of administrative & revised code pertaining to area assigned; supervisory principles/techniques*. Skill in use of cartographic instruments; use of computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; proofread technical materials, recognize errors & make corrections; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core program for undergraduate degree in environmental science (e.g., geology, natural resources); 6 mos. trg. or 6 mos. exp. in section of administrative & revised code pertaining to area assigned; 6 mos. trg. or 6 mos. exp. in use of cartographic instruments; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.