

**CITY OF POMPANO BEACH
JOB DESCRIPTION**

JOB CODE 471

FIELD SAMPLING SPECIALIST

GENERAL

This position is responsible for the major portion of the compliance field monitoring and field data collection and performs some analytical testing.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Performs compliance field sampling and field data collections following all Florida Department of Environmental Protection (FDEP) Standard Operating Procedures (SOPs), as well as the City's Field Sampling Quality Manual.
- Field sampling includes groundwater, drinking water and environmental water collected for bacteriological, inorganic and organic analyses.
- Field data collection includes chlorine residual, pH, conductivity, dissolved oxygen, turbidity and temperature.
- Performs some analytical activities such as bacteriological testing following all National Environmental Laboratory Accreditation Conference (NELAC) procedures.
- Completely documents all aspects of field and laboratory activities performed according to FDEP or NELAC requirements.
- Generates reports for compliance reporting to County, State and Federal Agencies.
- Performs equipment maintenance and trouble shooting on sampling and data collection systems as mandated by the FDEP SOPs.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Florida Department of Environmental Protection (FDEP) Standard Operating Procedures (SOPs).
- Knowledgeable with field data collection systems such as chlorine residual, dissolved oxygen, pH, conductivity, temperature and turbidity.
- Knowledgeable with calibration and maintenance procedures for these tests.
- Knowledge of National Environmental Laboratory Accreditation Conference (NELAC) requirements.
- Skilled in trouble-shooting samples and data collection systems.
- Ability to compose and maintain clear and accurate records and prepare reports and logs.

- Ability to comprehend and follow oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

BS degree in chemistry, engineering or natural science required. Two years experience in field sampling procedures and data collection techniques required. Knowledge of NELAC procedures preferred. A strong understanding of ethical behavior is required. This position also requires the application of regulations from several sources in order to meet all compliance requirements.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to move 30-40 pounds and withstand inclement weather, insects and other animals (snakes, frogs, etc.).

SPECIAL REQUIREMENTS

Possession of a valid driver's license and an acceptable driving record is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 22/42

Location: Utilities Department

GERS: Regular: Regular Class