



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 781.1

Job Title: **ENVIRONMENTAL INVESTIGATOR I**

Pay Grade: 14

GENERAL SUMMARY:

Performs basic technical inspections and investigative work relative to the detection, analysis and elimination or control of environmental pollutants and contaminants.

RESPONSIBILITIES:

- Inspects and collects samples of air, water and/or soil from the atmosphere, and plant emissions or effluent from lakes, bayous and industrial plant sites; sends samples to department laboratory for analysis.
- Investigates complaints concerning pollutant and contaminant sources; conducts on-site inspections; reports measurements and investigative findings.
- Issues citations and violation notices to violators and notifies appropriate district or state agency of persistent violators; performs follow-up inspections. May testify during court proceedings.
- Establishes and maintains case files, following up as appropriate.
- Operates, cleans and ensures the proper maintenance of scientific instrumentation equipment.
- Conducts routine surveillance of the community to determine pollutant or contaminant problems.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Chemistry, Biology, Environmental Health Engineering or a closely related degree.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve infrequent exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Environmental Investigator I
Environmental Investigator II
Environmental Investigator III
Environmental Investigator IV
Environmental Investigator V

Effective: October 1990

Revised: August 2001