CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 781.2

Job Title: **ENVIRONMENTAL INVESTIGATOR II**

Pay Grade: 16

GENERAL SUMMARY:

Performs varied technical inspections and investigative work relative to the detection, analysis and elimination or control of environmental pollutants and contaminants. Performs routine chemical and microbiological water and wastewater analysis.

RESPONSIBILITIES:

- Investigates complaints concerning pollutant and contaminant sources; conducts on-site inspections; collects samples of suspected pollutants; reports investigative findings.
- Conducts routine surveillance of the community to determine pollutant or contaminant problems.
- Prepares survey, investigation and observation reports for utilization in corrective recommendations or as legal evidence in the prosecution of violators.
- Coordinates the collection of air, water and/or soil samples.
- Operates, cleans and ensures the proper maintenance of scientific instrumentation equipment. Prepares laboratory standards and solutions.
- May issue citations and violation notices to violators and may testify during court proceedings.
- Coordinates special district inspections.
- Performs routine chemical and microbiological analyses of water and wastewater samples.
- Monitors chemical and microbiological aspects of treatment plant performance.
- Participates in basic applied research projects.
- Promote environmental awareness concerning the effects and hazards associated with illegal dumping and educate the public regarding pollution prevention and the proper transport and disposal of hazardous and solid wastes.

SPECIFICATIONS:

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

EXPERIENCE:
One year of pollution/environmental control professional experience is required.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

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 included in the above description.

JOB FAMILY:
Environmental Investigator I
Environmental Investigator II
Environmental Investigator III
Environmental Investigator IV
Environmental Investigator V

Effective Date: October 1990
Revised Date: July 2026