CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 781.3

Job Title: **ENVIRONMENTAL INVESTIGATOR III**

Pay Grade: 20

GENERAL SUMMARY:

Oversees and performs comprehensive technical 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:

- Oversees the daily technical inspections and investigative work of Environmental Investigator Is and IIs, including work assignments and schedules.
- Delegates detailed sampling and monitoring work; assists sampling teams with sample collection, inspections and investigations.
- Reviews field enforcement activity, including investigation surveys and sampling reports for adherence to established standards; documents and records actions taken.
- Performs comprehensive inspections, e.g., state implementation plan inspections, annual or overview inspections.
- May issue citations and violation notices to violators and may testify as an expert witness during court proceedings.
- Monitors chemical and microbiological aspects of treatment plant performance; prepares laboratory standards and solutions.
- Performs routine and non-routine analysis of water and wastewater samples.
- Participates in the development and implementation of basic applied research projects and writes technical reports of results.
- Troubleshoots and makes minor repairs to instruments.
- Determines treatment plant dosages and troubleshoots treatment problems.

SPECIFICATIONS:

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

EXPERIENCE:
Two years of pollution/environmental control professional experience are required.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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