CITY OF HOUSTON

JOB DESCRIPTION

.

Job Code: 781.4

Job Title: **ENVIRONMENTAL INVESTIGATOR IV**

Pay Grade: 23

GENERAL SUMMARY:

Supervises the daily field work activities; performs advanced technical investigative work relative to the detection, analysis and elimination or control of environmental pollutants and contaminants. Performs advanced analysis of potable water.

RESPONSIBILITIES:

- Supervises section; schedules and reviews work; trains and evaluates employees.
- Plans and supervises the daily regional field work activities.
- Advises and consults with the public, professional groups, industrial representatives and others regarding environmental criteria, regulations and City abatement programs.
- Maintains administrative records; prepares monthly and quarterly reports.
- Compiles legal summaries and testifies in court as an expert witness.
- Coordinates budget development and implementation, purchase orders and equipment inventory.
- Analyzes and evaluates special problems or situations involving environmental quality or water potability.
- Supervises or conducts training of new employees.
- Designs and implements applied research programs in water and wastewater treatment technology; writes and edits technical reports, and comments to state and federal regulatory agencies.
- Troubleshoots and makes minor repairs to laboratory instruments.

SPECIFICATIONS:

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

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

COMPLEXITY:
Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

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 routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

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