



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 781.5

Job Title: **ENVIRONMENTAL INVESTIGATOR V**

Pay Grade: 28

### **GENERAL SUMMARY:**

Supervises the daily technical work activities of an environmental quality control program. Performs related advanced technical work and consulting.

### **RESPONSIBILITIES:**

- Supervises section; schedules and reviews work; trains and evaluates employees.
- Plans, supervises and coordinates investigative and enforcement work; monitors daily field operations; reviews and prepares reports.
- Consults and provides recommendations on departmental goals and objectives, personnel and budgets.
- Acts as liaison with the public, industry and other city and government agencies regarding environmental and potable water quality issues.
- Handles special projects and conducts special studies as required.
- Appears in court as an expert witness and at environment-related hearings.
- Supervises progress of applied research projects and edits technical reports.
- Prepares manuscripts for publication.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

Four years of pollution/environmental control experience are required.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

#### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **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 substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **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 minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **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*