

CITY OF FONTANA ENVIRONMENTAL CONTROL ASSISTANT

DEFINITION: The Environmental Control Assistant, a multi-discipline position and under routine supervision by the Environmental Control staff, is responsible for assisting with the day to day activities and operations of the Environmental Control Section of the Public Services Department. This position assists with the operation of the City's Household Hazardous Waste Collection Center; Used Oil Collection Program; NPDES Storm Water Program; Pretreatment Program; Recycling and Refuse programs: and performs related duties as required.

EXAMPLES OF DUTIES

The Environmental Control Assistant has the day to day responsibility for the routine scheduling and collection of Used Motor Oil and filters for the Household Hazardous Waste Collection Center. This position also provides assistance with City Recycling and Refuse education program by delivery of materials and facility set-up. This position may assist with Industrial/Commercial/City wastewater monitoring program. The Environmental Control Assistant may perform a variety of functions as they relate to the City's NPDES Storm Water program such as the installation of educational signs at storm drain inlets. Prepares routine reports and distributes promotional and informational materials on a routine basis, and performs other related duties as required.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Coordinate and perform daily collection of residential curbside "Used Oil" program for the Public Services Department.
- Generate daily and monthly activity reports.
- Maintain and care for equipment used on a daily basis.
- Distribute informational and promotional materials.
- Install educational signage in designated areas.
- Assist with special events set up.
- Assist with wastewater monitoring program.
- Perform routine audit reports for Recycling/Refuse program.
- Follow all safety precautions and procedures.
- Operate a computer, related software, and other similar office equipment and other similar equipment.
- Effectively meet and talk with customers.
- Perform physical labor, lifting up to 40 lbs., routinely.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting and turning while entering and exiting a motor vehicle or on foot within the City limits. Incumbents may be required to lift objects weighing up to 40 pounds. The position requires near, far, and color vision. Incumbents work in all weather conditions.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the ability to:

- Read, write and converse effectively.
- Perform basic to intermediate mathematics.
- Lift up to 40 lbs. routinely.
- Follow all appropriate safety precautions and procedures.
- Perform routine physical labor.
- Operate a computer, telephone, calculator, gas detector, and other associated equipment.
- Follow general and direct supervision.

EDUCATION: Graduation from High School or G.E.D. equivalent. This position seeks applicants interested in the environmental science field. College level courses in biology, chemistry, or other applied science are desirable.

LICENSES/CERTIFICATIONS: Possession of a valid California Class "C" Driver's License.