



CITY OF WEST MEMPHIS

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 702-5114

TO: ALL QUALIFIED APPLICANTS

FROM: HUMAN RESOURCES

RE: ENVIRONMENTAL SPECIALIST - UTILITIES

ENVIRONMENTAL SPECIALIST - WEST MEMPHIS UTILITIES ENVIRONMENTAL QUALITY DEPARTMENT

- This is a full-time position with benefits working under broad supervision and direction of the Director of Environmental Quality. The environmental quality/lab specialist performs laboratory functions, data collection, permit documentation and record keeping. The essential functions of the position include but not limited to:
- Prepare samples for analysis
- Evaluates test results
- Maintains complete and accurate record and reports all findings to the Director Environmental Quality
- Directs laboratory personnel on daily activities that are included in their job description.
- Maintains all laboratory equipment
- Assists the Director of EQ on request with any other job-related duties
- Assist the Water Treatment Operator in duties as needed
- Work with Field Technician in the collection of industrial discharge samples and be prepared to fill that role in the absence of the technician.
- Support the Director's efforts in understanding and analyzing discharge permit applications and actual discharge results

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Bachelor of Science degree (preferred) or Associates Degree in chemistry, biology, environment or other relevant field.
- Must be insurable and possess a valid Driver's License
- Have an Arkansas Health Department Water Treatment IV License or pass the IV Test within 18 months of hire date
- Have a Class IV Arkansas Wastewater Treatment Plant Operator license or:
 - Obtain the Class III Wastewater Treatment Plant Operator license within 2 years from date of hire and,
 - Obtain the Class IV Wastewater Treatment Plant Operator license within 3 years of obtaining the Class II license.
- Have Arkansas Health Department backflow/Cross connect certification or obtain one within 6 months of hire date.
- Become knowledgeable in the operation of, and know the city ordinance requirements, for, grease traps within 1 month from hire date.
- Receive Pretreatment Certification Level 1 within months of hire date.
- Receive Pretreatment Certification Level 2 within 2 months of receiving Level 1 Certification
- Previous lab experience preferred
- Basic computer software skills and capable of learning utility and meter software

APPLICATIONS ARE ACCEPTED UNTIL THE POSITION IS FILLED.

THE CITY OF WEST MEMPHIS IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).