

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ENVIRONMENTAL PROTECTION ASSOCIATE

POSITION CODE: 13785

Effective: 10-16-96

DISTINGUISHING FEATURES OF WORK:

Under general supervision, responsible for preliminary investigation of alleged pollution sources; and/or other surveillance activities relative to asbestos removal/demolition; conducts follow-up inspections of clean-up operations relative to asbestos removal/demolition; determines which of the accepted procedures for collection of evidence to be used in a specific pollution-source investigation; confers with higher level staff in drawing conclusions on recommendations for enforcement actions; explains agency program and policies as well as state and federal laws and regulations concerning asbestos removal/demolition; serves as an expert witness in hearings and court cases; prepares drafts of legal reports for supervisor's review and signature to be utilized in court cases; advises and confers with asbestos contractors and/or owners, and other state and local officials concerning the operational methods and techniques to be utilized in asbestos removal/demolition; researches title, and plat records for legal ownerships in pollution violation cases.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts regular investigative activities of a paraprofessional scientific nature pertaining to the collection of data for the determination on variance petitions; conducts investigations and other surveillance activities relative to asbestos removal and demolition for the division of air pollution control.
2. Assists professional staff in the collection of field data concerning the more complex investigations of polluttional sources, and asbestos removal/demolition projects, complaints of polluttional sources and petitions for variances.
3. Responsible for follow-up inspections of clean-up operations in conjunction with previous inspections, accidents and/or emergency situations.
4. Researches title and plat ledgers for legal ownerships in pollution enforcement cases and variances cases; serves as expert witness in hearings or court cases.
5. Prepares for supervisor's review and signature, technical inspection reports for legal action; answers routine inquiries of complainants and the general public; advises and confers with asbestos contractors and/or owners, and other state and local officials concerning the operational methods and techniques to be utilized in asbestos removal/demolition.
6. Responsible for assisting in on-the-job training of technicians; may provide assistance to higher level staff in on-the-job training involving proper decontamination procedures, proper use of respiratory protection, negative pressure containments, cleanup procedures, investigation and enforcement procedures as related to asbestos/removal demolition.

## ENVIRONMENTAL PROTECTION ASSOCIATE (Continued)

7. May functionally direct technicians in inspections and routine investigations or direct the work to be accomplished.
8. Presents testimony at hearings concerning the number, type and methods used in collecting samples.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires the knowledge, skill and mental development equivalent to the completion of two years of college with course work in physical, life, or environmental sciences.

Requires two years of technical experience in the field of pollution abatement or in the removal of asbestos and/or a related field.

May require possession of a current asbestos workers removal license from the Illinois Department of Public Health.

May require recertification by state and federally approved certification schools on an annual basis.

#### Knowledges, Skills and Abilities

Requires working knowledge of state laws, rules and regulations as pertaining to environmental protection.

Requires working knowledge of modern inspection and investigation techniques and procedures.

May require working knowledge of asbestos removal and demolition inspection and investigation procedures and techniques.

May require working knowledge of state laws, rules and regulations as related to asbestos removal and demolition.

Requires elementary knowledge of environmental control systems facilities, techniques and procedures.

Requires ability to understand and interpret statutory requirements, rules, regulations and procedures relative to environmental issues and/or asbestos removal and demolition.

Requires ability to establish and maintain good public relations and working relationships with other employees and the general public.

Require ability to relate to individuals in a comprehensive manner, the techniques and procedures that go into enforcing laws, rules and regulations.

Requires ability to follow oral and written instructions.

Requires ability to prepare clear and concise reports.

Requires ability to operate field equipment such as a camera, dissolved oxygen testing and sampling equipment, Hach field kit, chloride test kit, P H testing kit, real time analyzer, sound level meter, 1/3 : 1/10 octave band sound level meter, etc.

Requires ability to assist in training and directing lower level Technicians; assist higher level staff with on-the-job training in the area of asbestos removal/demolition procedures, investigation and enforcement procedures.

Requires possession of an appropriate valid driver's license.