

AGRICULTURAL BIOLOGIST / ENVIRONMENTAL COMPLIANCE SPECIALIST AIDE

DEFINITION

To assist with performing a variety of tasks related to state agriculture, weights and measures, Air Pollution and/or the Certified Unified Program Agency (CUPA). This includes weights and measures programs, pest detection, noxious weed control, pest exclusion, pest eradication, pesticide use enforcement, seed law, nursery, apiary programs, air pollution programs, below and above ground tanks, and work related to the storage of hazardous materials.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assists in coordinating and implementing assigned programs.

Operate pest detection trapping routes and conduct pest surveys; collect and submit specimens for identification.

Conduct surveys and compile noxious weed location records; service and maintain spray equipment.

Assist in livestock scale testing, test and seal retail motor fuel dispensers and other petroleum meters

Perform minor repairs on traps and equipment, clean traps and equipment.

Maintain inventory on traps and equipment.

Assist in air pollution patrol; verify permits and grant requirement verification measures.

Learn and apply basic meteorological concepts and apply them to residential and agricultural burning.

Review documents related to hazardous materials and waste storage at regulated facilities.

Maintain databases and forms related to Air Pollution and CUPA programs, including facility and ownership information, notification data, permit payment tracking and periodic reporting requirements

Perform a variety of administrative technical work in the department to which assigned

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and procedures of record keeping.

Basic knowledge of life and natural sciences.

Modern office practices and technology, including use of computers for data and word processing.

Basic writing and mathematical skills.

Ability to:

Learn the operation, policies, and procedures of the department.

Perform a variety of clerical tasks.

Gather information for the implementation of rules and regulations related to either agriculture, air pollution, CUPA, and weights and measures programs.

Maintain records and prepare reports.

Assist Agricultural Biologist or Environmental Compliance Specialist in their work, at times independently.

Understand and follow instructions, both oral and written.

Establish and maintain cooperative relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible technical and clerical experience

OR

Completion of 24 semester units from an accredited college or university in business or science related course work.

Training:

Equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE

Possession of a valid California Driver License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to perform inspection, to operate a motor vehicle and to visit various County and meeting sites, vision to read printed materials and on a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions. Appropriate personal protective equipment will be worn as required.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.