



**Code: 2083**

Family: Technical Engineering

Service: Health and Welfare

Group: Inspectional

Series: Energy and Environmental Protection

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## **CLASS TITLE: ENVIRONMENTAL INVESTIGATOR**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, conducts investigations of alleged violations of municipal environmental ordinances and regulations, and performs related duties as required

### **ESSENTIAL DUTIES**

- Conducts covert surveillance work to gather evidence (e. g., collecting samples, taking photographs) and identify violators involved in illegal activities (e.g., fly dumping, open burning, improper disposal of medical or toxic waste)
- Interprets pertinent city ordinances, instructs violators to cease activities and issues citations
- Interviews witnesses and complainants to obtain information concerning alleged sources of environmental pollution
- Collects environmental samples of various media and follows established procedures to ensure proper chain of custody
- Investigates complaints of environmental pollution by inspecting sites and documenting conditions, collecting evidence and identifying illegal operations
- Participates in joint investigative and surveillance activities with operating departments and outside law enforcement agencies
- Inspects licensed and permitted facilities (e.g., industrial, demolition, waste disposal sites, landfills) to ensure compliance with municipal ordinances, as required
- Testifies in court on citations issued for violations of environmental ordinances
- Prepares narrative and activity reports to document investigation findings

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Two years of experience in conducting environmental inspections, or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability
- Some positions may require training and certification (e.g., State of Illinois Solid Waste Inspector, Smoke Reader) as required by funding agencies

### **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to industrial fumes and hazardous chemicals

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Field instrumentation (e.g., photoionization detector, multi-RAE meter, sound meter) and photographic equipment

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to lift and carry field equipment up to 10 pounds

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*environmental inspection, research, and analysis methods and techniques
- \*applicable safety principles, methods, practices, and procedures
- \*environmental hazards and related abatement methods
- \*applicable federal, state, and local laws, regulations, and guidelines

Some knowledge of:

- applicable computer software programs and applications

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- SYSTEMS ANALYSIS – Determine how a system should work and how changes in conditions, operations and the environment will affect outcomes
- EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
October, 2016