

SABINE RIVER AUTHORITY OF TEXAS

BRANCH:

Water Resources

DIVISION:

Environmental Services

JOB TITLE:

Field Office Coordinator

REPORTS TO:

Environmental Services Division Managers

JOB PURPOSE:

Under direction of the Environmental Services Division Managers, supervise and conduct the collection of field analyses of water, wastewater, and stream samples for the pollution investigation, sewage treatment plant monitoring, and stream monitoring programs of the Environmental Services Division (ESD); conduct investigations of pollution complaints and fish kills; participate in any planned special water quality projects; conduct biological surveys of aquatic and terrestrial environments; file written reports of all field activities; communicate with other local and State Agencies.

DUTIES AND RESPONSIBILITIES:

Implementation of field policies and procedures under the direct supervision of the Environmental Services Division Managers

Assist the Environmental Services Division Managers with development of policies and procedures

Assist the QA Officer with the development and implementation of QA policies and procedures

Must be capable of communicating and relating professionally

Ensure that all safety policies and precautions are strictly enforced

Identify human resource needs and assist with the selection of new employees

Assist in development, implementation and scheduling the Water Quality Monitoring Program for the Sabine River Basin streams and lakes

Supervise the collection and delivery to the laboratory of water and wastewater samples

Implementation and supervision of the basin-wide pollution investigation and abatement program

Assist in planning and implementation of special studies and water quality projects as necessary

Ensure the functioning and proper maintenance of all field equipment

Assist in the identification and cataloging of all collected organisms

Maintain the database for the Water Quality Monitoring Program

Interpret results and prepare written reports for the Water Quality Monitoring Program and special investigations

Maintain accurate, legible records of daily activities and report these to the Environmental Services Division Managers

Perform any other duties assigned by the Environmental Services Division Managers

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

A minimum of a Bachelor's Degree in a biological science from an accredited college or university

A minimum of 5 years of professional experience as a biologist, aquatic biologist, or related position

Considerable knowledge of general ecological field and laboratory procedures is desirable

Knowledge of water and wastewater treatment operations is beneficial

Must be able to make unbiased observations and interpretations of analytical data

Should have technical writing experience

Capability to perform minor maintenance on field instruments and equipment, including boats, outboard engines, and motor vehicles is beneficial

Must be able to swim

Must have a valid Drivers license and a good driving record

Must be willing to work flexible hours and during inclement weather

CONTACT:

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