

## HRSD

### Position Description: TSD Investigator

#### Section I. Position Reference Information

a.	Department	Water Quality (WQ)
b.	Division	Technical Service Division (TSD)
c.	Position Title	TSD Investigator
d.	Immediate Supervisor	TSD Supervising Specialist
e.	Work Center	Water Quality Services Building (WQSB)
f.	Grade	3

#### Section II. Position Summary

Under broad guidance, the TSD Investigator is responsible for:

- a. Assisting the WQ Operations Coordinator, TSD Technicians and TSD Specialists in performing a variety of technical, maintenance and organizational tasks in support of Technical Services Division environmental projects and programs
- b. Assisting in the maintenance of field and laboratory equipment and instrumentation, preparation of equipment for field activities
- c. Interacting with municipal agencies, consultants, and general public
- d. Communication the HRSD Mission, Vision, Values, HRSD Universal Competencies, and WQ Expectations

#### Section III. Examples of Position Duties

- a. Follows and supports HRSD Mission, Vision, Values and WQ Expectations
- b. Continues to build own technical and leadership skills
- c. Acts as primary investigator in collection of environmental samples, which includes air/odor activities and collection of environmental samples and data on HRSD research vessels
- d. Prepares equipment for clean studies, groundwater, and bioassay
- e. Performs maintenance activities for division field and laboratory equipment
- f. Assists Specialists with toxicity testing, which requires some weekend work
- g. Acts as primary investigator for the collection of wastewater characterization samples
- h. Independently conducts field and lab experiments
- i. Performs computer related activities such as preparation of field data sheets, chain of custody and sample labels
- j. Assists with SOP development and review
- k. Operates independently as required
- l. Performs other duties as assigned
- m. Ensures deadlines provided are met

## Section IV. Position Contacts

### a. Standing Committees, Boards, and Organizations

Desired

Member – Division Level Team

### b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Supervising Specialist	Receive instruction on broader daily/weekly responsibilities, communicate needs/issues including personnel issues	Daily
TSD Technicians and Specialists	Receive detailed instruction on daily responsibilities, communicate issues with duties	Daily
CEL Receiving	Deliver samples for analysis, receive samples for TSD analysis, assemble sample containers	Weekly
TSD Scientists and Permit Manager	Receive instruction on duties where necessary, communicate case-specific issues	Weekly
Automotive	Vehicle PM and troubleshooting	Monthly
Machine Shop	Fabrication and repair of special sampling equipment	Monthly
Instrumentation staff	Communicate instrument issues, confirm operation of instruments	Monthly

### c. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Municipal Assistance Program customers	Collect information on sampling sites, ask pertinent questions, communicate short term plans	Monthly
Consultants, vendors, service agents	Communicate divisional needs, schedules	Monthly

## Section V. Position Accountabilities and Expectations

- a. Compliance – All work is performed within HRSD, State and EPA approved policies, procedures and programs (including Code of Federal Regulations, Clean Water Act, OSHA, HAZMAT, MSDS, National and Virginia Laboratory Accreditation, Hazard Communication, WQD & TSD Standard Operating Procedures, and Federal, State and procedural laws) relating to the proper handling and disposal of both domestic and industrial wastewater, Confined space entry procedures, Human Resources Manual and State budgeting regulation
- b. Competencies and Expectations- Consistently demonstrates WQ Expectations
- c. Process Management – Sampling processes are performed according to agreed upon time schedules whenever possible
- d. Timeliness – Deadlines for sample collection, report submission, and implementation of changes are met
- e. Customer Satisfaction – Customer complaints are minimized and resolved in a timely manner; quality services are provided to customers
- f. Quality Improvement - Promotes the mission, vision and values of HRSD with a focus on team building; ensures that all decisions are in accordance with HRSD values
- g. Communication – Informs TSD Supervising Specialist or Manager of special situations and problem areas
- h. Financial Management – Expenditures comply with current State and Federal procurement regulations

## **Section VI. Working Conditions**

- a. Must be able to work in an industrial environment
- b. Work involves exposure to and handling, with protection, hazardous chemicals, wastewater and wastewater products and exposure to chemicals, fumes, vapors, gases, noise and odor
- c. Must be able to work in varying climatic conditions outdoors, in OSHA-defined confined spaces, and in indoor work environments which may be routinely hot, cold, misty, and/ or unventilated
- d. Must be available to work overtime, weekends, holidays and/or unusual hours as necessary
- e. May be required to carry a cell phone or beeper and be immediately accessible by telephone/cell phone in order to respond to emergencies according to a Stand-By schedule or as announced
- f. Must be able to work in a team-oriented culture

## **Section VII. Physical Requirements**

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Must be able to identify colors used in work
- c. Must be able to perform moderate lifting (up to 75 pounds)
- d. Over 50% of work involves walking, climbing, standing, or bending
- e. Works at times in OSHA designated noise environment (over 85 decibels)
- f. Works at times in OSHA designated confined-spaces
- g. Must be able to drive to various work centers, jurisdictional offices and sites within and outside of HRSD's service area

## **Section VIII. Other**

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer
- c. Must be able to secure and maintain any security clearance required

## **Section IX. Qualification Standards**

- a. Education
  - 1. Required  
High school diploma or GED equivalent with courses in Biology, Chemistry, Engineering, Environmental Science, Toxicology, or related science (as approved)
  - 2. Desired  
AS or BS degree in Biology, Chemistry, Engineering, Environmental Science, Toxicology, or related science (as approved)
- b. Experience
  - Required  
With the required education, previous experience in environmental laboratory and field sampling practices with emphasis on trace environmental contaminants desired. Some knowledge of cleaning procedures for trace environmental constituents required.

- c. Job-specific Technical Competencies
  - Required
  - a) Knowledge of analytical cleaning procedures and maintenance of laboratory/ field equipment
  - b) Understanding of trace environmental constituents and implications/issues associated with sample integrity
  - c) Ability to meticulously follow detailed technical instructions and schedules for a varying array of environmental programs
  - d) Ability to develop effective working relationships with other HRSD employees
  - e) Ability to communicate effectively, both orally and in writing
  - f) Knowledge of safety and confined space entry requirements
  - g) Knowledge of equipment used in TSD work including preparation, maintenance and calibration
  - h) Ability to use MS Office products at an introductory level of proficiency and a variety of other profession-specific programs (e.g. LIMS) at an intermediate level of proficiency
  
- d. Special Licenses
  - Required
  - a) Valid driver's license from state of residence
  - b) Coast Guard Safe Boater Certificate in the first year of appointment to position to operate HRSD boats
  - c) Must obtain and maintain HRSD confined space certification
  
- e. Organizational Development
  - [Water Quality Expectations](#)