



## ENVIRONMENTAL TECHNICIAN (CODE 7316)

LOS ANGELES FIRE DEPARTMENT  
BUREAU OF FIRE PREVENTION

Annual Salary: \$55,060.56 - \$80,471.52

(THIS IS AN EMERGENCY APPOINTMENT)

### BACKGROUND

The Los Angeles City Fire Department has an *Emergency Appointment Opportunity* for one Environmental Technician. The Environmental Technician position will be assigned to the Department's Fire Prevention & Public Safety Bureau/Certified Unified Program Agency (CUPA).

### RESPONSIBILITIES

Under the direction of the Risk Management Prevention Program Manager, the Environmental Technician performs the following duties:

- Assist CUPA inspection staff with gathering data, preparing documents for legal cases, and coordinate administrative enforcement hearings.
- Provide customer service to public and/or internal inquiries regarding the CUPA functions, policies, legal provisions, and project status; research and gather information from various sources including internal electronic files and other cross references to provide necessary information.
- Review electronic business plan submissions in the California Environmental Reporting System (CERS) and update the LAFD CUPA internal database – Envision Connect (EC).
- Track hazardous materials business plan submissions in the California Environmental Reporting System (CERS) and send notices to non-compliant businesses.
- Perform basic calculations verifying accuracy of computations provided by other sources.
- Coordinate with IT staff in database testing, troubleshooting, configuration, and new report development.
- Conduct routine environmental surveys and prepare statistical reports.
- Conduct CERS workshops and training.
- Miscellaneous duties as assigned for training, technological advancements, and/or related urgent issues.

## REQUIREMENTS

1. Associate Degree or higher from an accredited college or university in biology, chemistry, environmental science, ecology, physics, or a closely related field; **and**
2. A valid California Class C driver's license and a good driving record.

Physical Requirements: Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the department to reasonably accommodate the limitations.

## EMERGENCY APPOINTMENT

The Environmental Technician position will be filled through an Emergency Appointment. An Emergency Appointment is **not** a regular appointment. It is a temporary appointment that may be filled up to a maximum of one year or until an eligible list is established (City Charter Section 1013). Your employment will either terminate at the end of the Emergency Appointment (unless you are appointed from an eligible list), or may be terminated at any time, for any reason, while you are on emergency appointment.

## TO APPLY

**Electronic submittals are required.** Interested candidates should immediately submit a resume detailing applicable background and work experience (including specialty training and education that is required), a City application, a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number). Please indicate Environmental Technician – Fire Prevention & Public Safety Bureau/CUPA and your first and last name in the subject line of your email. Submit the requested information to:

Los Angeles Fire Department  
**Email: [lafdpersonnel@lacity.org](mailto:lafdpersonnel@lacity.org)**

### **APPLICATION DEADLINE**

The filing period may close at any time.

Questions can be directed to Personnel Services Selection Unit at:  
[lafdpersonnel@lacity.org](mailto:lafdpersonnel@lacity.org)

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf).

The City of Los Angeles is an Equal Employment Opportunity Employer

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**NOTES:**

1. An Emergency Appointment is a temporary appointment and will be contingent upon approval from the City's Personnel Department. A permanent appointment will be made upon completion of the Civil Service examination. The successful incumbent for this emergency position will be required to take the examination and obtain a high enough score on the eligibility list in order to be selected for the permanent appointment.
2. If you are a regular City employee (i.e. received a prior regular appointment) at the time you accept an emergency position, you will automatically be on "protective leave" from your former position. The protective leave affords you the right to automatically return to your former position at the end of the emergency appointment.
3. The current salary range is subject to change. You may confirm the starting salary with the Fire Department before accepting a job offer.
4. An Environmental Technician is a full-time employee, provided a comprehensive medical and dental flex benefits plan and membership in the Los Angeles City Employees Retirement System.

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