

ENCINA WASTEWATER AUTHORITY

DATE: March 2013 (revised)
POSITION TITLE: Junior Chemist
DEPARTMENT: Environmental Compliance
SECTION: Laboratory
REPORTS TO: Laboratory Manager
FLSA STATUS: Nonexempt

POSITION SUMMARY: Under the supervision of the Laboratory Supervisor, this position performs a variety of laboratory tests required to demonstrate regulatory compliance with wastewater, industrial waste control, biosolids, reclaimed water, receiving water and potable water standards; supports the Biosolids Environmental Management System (EMS) Program; and performs other related duties as assigned.

SUPERVISORY DIMENSIONS: None

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Collects wastewater and solids samples from various sampling points within the treatment plant.
- Collects surf zone samples on a weekly basis.
- Assists as necessary in the collection of raw wastewater samples at various locations in the Authority's service area.
- Performs Biosolids Environmental Management System tasks as required.
- Performs various laboratory analyses in accordance with the appropriate edition of "*Standard Methods*". Analyses include, but are not limited to: (a) wastewater and receiving water analyses required for compliance with the Authority's NPDES permit; (b) solids analyses required for process control; (c) reclaimed water and potable water analyses; and (d) industrial waste analyses for the Source Control Program. Generally, these analyses include: pH, turbidity, biochemical oxygen demand, carbonaceous biochemical oxygen demand, total and volatile suspended solids, grease and oil, settleable solids, conductivity, temperature, chlorine residual, alkalinity, volatile acids, total and volatile solids, total and fecal coliform and enterococcus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Knowledge of physical, chemical, and biological test procedures.
- Knowledge of personal hygiene and safety practices required when working with potentially contagious, corrosive and/or toxic materials.
- Knowledge of sample receiving, chain-of-custody and preservation procedures.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Skills in the operation and maintenance of basic laboratory instrumentation.
- Skills in the operation of a personal computer for word processing and data management using Microsoft Windows applications, such as Word and Excel.
- Ability to rapidly learn and consistently perform sampling and analysis according to regulatory protocol.
- Ability to lift and move heavy sampling equipment, typically in the field and occasionally in inclement weather.
- Ability to work in wet and/or odorous areas to obtain samples.
- Ability to safely collect surf zone samples.
- Ability to work varying hours, weekends and holidays.
- Ability to understand, follow directions, and complete assignments with minimal supervision.
- Ability to work both independently and as a member of a team.
- Ability to establish and maintain cooperative working relationships with coworkers.

EDUCATION REQUIREMENT: A Bachelor's Degree in natural or environmental science, engineering, or a closely related field from an accredited college or university.

EXPERIENCE REQUIREMENT: One (1) year of recent laboratory or closely related experience. Experience, as part of college coursework, may qualify.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the agency's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes a possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to: walk; talk/hear by telephone and in person; smell; use hands and fingers to handle, feel or operate objects, tools or controls; and reach and lift with hands or arms. The employee is frequently required to stand for prolonged periods of time, and must be able to lift and move up to 50 pounds. Specific vision abilities required by this job include: close vision, distance vision, the ability to distinguish colors and shapes, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; exercise sound judgment; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is usually moderately quiet.

QUALIFICATIONS: Ability to pass a pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

PROMOTIONAL OPPORTUNITIES: Promotion to the Assistant Chemist Position will be made after the Junior Chemist successfully completes a one-year probation period; possesses a Grade I California Water Environment Association (CWEA) Laboratory Analyst Certificate; successfully completes two (2) years of laboratory experience; demonstrates knowledge of applicable federal, state and local environmental regulations; and demonstrates competence in the performance of laboratory analyses as deemed appropriate by the Laboratory Supervisor and the Director of Environmental Compliance.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.