

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2022 (Revised)  
**POSITION TITLE:** Chemist II (Assistant Chemist)  
**DEPARTMENT:** Environmental Compliance  
**SECTION:** Laboratory  
**REPORTS TO:** Laboratory Manager  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under the supervision of the Laboratory Manager, this position: performs water quality and other laboratory testing as needed for regulatory permit compliance, industrial waste control, plant process control, biosolids reuse/disposal, reclamation, and Encina's revenue sampling program. Performs certain quality assurance and quality control (QA/QC) tasks. Performs other related duties as assigned. This is the advanced journey-level classification in the chemist classification series. Positions at this level are expected to work independently and exercise judgment and initiative.

**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, wastewater solids, and related samples for laboratory analysis.
- Performs various analyses of wastewater, wastewater solids, industrial wastewater, and other related samples in accordance with the appropriate edition of "*Standard Methods*". Analyses include but are not limited to (a) those required on a daily basis for compliance with the Authority's NPDES permit, such as pH, turbidity, biochemical oxygen demand, carbonaceous biochemical oxygen demand, total and volatile suspended solids, settleable solids, conductivity, temperature, and chlorine residual; and (b) wastewater solids analyses required regularly for process control, such as pH, alkalinity, volatile acids, and total and volatile solids. Assigned analyses may also involve more advanced chemical, microbiological, and instrumental methods.
- Assists in the analysis of potable water for total coliform, E. coli, color, odor, turbidity, and heterotrophic plate count.
- Enters quality control and process control data into the laboratory's LIMS system and validates other laboratory analyst's data.

- Assists as necessary in the collection of raw wastewater at various locations in Encina's service area for revenue sampling program analysis.
- Collects surf zone samples as necessary due to workload requirements.
- Assists with microbiological analysis, prepares media and assists with EWA pellet Class A microbiological analysis.
- Reports weekly shore sampling microbiological results to various agencies.
- Communicates with Member Agencies and outside laboratories about data and sampling schedules
- Participates in maintaining laboratory chemical and equipment inventory.
- Maintains, calibrates, and repairs laboratory and sampling equipment.
- Participates in upholding the laboratory quality management system.

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 (a) chemical, physical, biological, and instrumental testing procedures and (b) basic standard methods used in water and wastewater sampling and testing. Ability to rapidly learn more advanced standard methods and to work independently using standard methods.
- 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 quality control requirements mandated by the Environmental Laboratory Accreditation Protocol and The Nelac Institute (TNI). .
- 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.
- Operate Encina vehicles in accordance with the Encina Vehicle Use Policy.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas to obtain samples.
- Ability to safely collect surf zone samples.
- Ability to work varied hours, including scheduled holidays, and ability to respond to 24-hour call-ins for

emergency laboratory support.

- Ability to understand, follow directions, and complete assignments with minimal supervision.
- Skills in the operation and maintenance of basic laboratory instrumentation.
- *Communication Skills* - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts. Ability to establish and maintain cooperative working relationships with coworkers.
- *Computer Skills* - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- *Teamwork & Interpersonal Skills* - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills. Ability to work both independently and as a member of a team.
- *Analytical Thinking* - Approaches a problem or situation by using a logical, systematic, sequential approach.
- *Building Trust* - Communicates an understanding of the other person's interests, needs, and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments, and behaves in an appropriate manner.
- *Customer Service* - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- *Decision Making* - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- *Initiative* - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promote job performance.
- *Meeting Ethical Standards* - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.

**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:** Two (2) years of recent laboratory experience, including one (1) year of experience in a wastewater laboratory.

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

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

**CERTIFICATION REQUIREMENT:** Possession of a Grade II California Water Environment Association (CWEA) Laboratory Analyst certificate is required. Failure to attain and maintain a CWEA Certification constitutes possible cause for demotion or termination.

#### **PHYSICAL AND MENTAL DEMANDS:**

##### **Physical Demands**

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands or arms. The employee is frequently required to stand for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

##### **Mental Demands**

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under intensive deadlines with constant interruptions; 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 ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**PROMOTIONAL OPPORTUNITIES:** A promotion to Chemist III position may be made after a Chemist II: (a)

possesses a Grade III CWEA Laboratory Analyst certification; (b) successfully completes five (5) years of laboratory experience, including at least four (4) years of experience in a wastewater laboratory; (c) demonstrates knowledge of applicable federal, state and local environmental regulations; and (d) demonstrates competence in the performance of laboratory analyses as deemed appropriate by the Laboratory Manager 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.**