

ENCINA WASTEWATER AUTHORITY

DATE: March 2013 (revised)
POSITION TITLE: Assistant 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 water quality and other laboratory testing as needed for regulatory compliance, industrial waste control, plant process control, biosolids reuse/disposal, reclamation, and the Authority's revenue sampling program; performs certain quality assurance and quality control (QA/QC) tasks; supports the Biosolids Environmental Management System (EMS) program; and performs other related duties as assigned.

SUPERVISORY DIMENSIONS: None

ESSENTIAL JOB DUTIES:

- 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, grease and oil, 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, such as, the analysis for boron, chloride, fluoride, sulfate, ammonia, MBAS, nitrate, nitrite, total and ortho-phosphate.
- On a weekly basis is responsible for the analysis of potable water for total coliform, E. coli, color, odor and heterotrophic plate count
- Enters quality control and process control data into the Laboratory's personal computer and produces QA/QC charts and other documents from the data as assigned.
- Assists as necessary in the collection of raw wastewater at various locations in the Authority's service area for revenue sampling program analysis.

- Collects surf zone samples as necessary due to vacations, sick leave, attrition, and emergencies.
- Performs Biosolids Environmental Management System tasks as required.

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 the Authority's Biosolids Environmental Management System.
- Knowledge of the principles of laboratory maintenance.
- Knowledge of conventional QA/QC practices for the wastewater laboratory, including the preparation of QA/QC charts.
- Skills in operating a personal computer for data processing, spreadsheet preparation, and word processing.
- 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: 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 I California Water Environment Association (CWEA) Laboratory Analyst certificate is required. A Grade II CWEA Laboratory Analyst certificate is desired, but not required.

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 Associate Chemist will be made after an Assistant Chemist: (a) possesses a Grade II CWEA Laboratory Analyst certification; (b) successfully completes three (3) years of laboratory experience, including at least two (2) 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 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.