



January 2017
FLSA: NON-EXEMPT

LAB ANALYST II / ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Under general supervision, performs a variety of routine to complex standardized chemical, biological, and bacteriological analysis on wastewater, reclaimed water, biosolids, and soil samples; performs a variety of technical tasks relative to conducting and interpreting standard and complex laboratory analysis; coordinates or performs sample collection activities; sets up testing procedures, records data, and analyzes results; assists with field investigations to determine and mitigate wastewater problems; performs the inspection of commercial discharge to the collection system; provides guidance and recommendations to local business owners to ensure compliance with the District's pre-treatment ordinance; assists in coordinating and implementing a source control program; ensures that discharge is in compliance with local regulations and ordinances; and performs related work as required.

SUPERVISION RECEIVED

Receives general supervision from the Laboratory Supervisor. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a journey-level class that primary performs a variety of routine to complex laboratory tests and analyses with only occasional instruction or assistance, as well as inspections of commercial discharges to the sewer system including tactfully enforcing codes, ordinances, and other regulations. Adequate performance at this level requires the knowledge of divisional procedures and precedents and the ability to choose among alternatives in solving problems.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs and interprets complex chemical, biochemical, biological, bacteriological, and physical analyses of samples related to the treatment, quality control, and disposal of wastewater influent and effluent, following standard procedures and guidelines.
- Identifies and determines sampling procedures and programs; collects samples at various sites throughout the treatment plants and other District sites for testing to determine the effectiveness of each stage of the treatment process.
- Prepares standard chemical solutions and reagents; disposes of outdated materials in a safe manner and ensure that the laboratory is maintained in a clean and orderly condition.
- Analyzes and interprets laboratory results, recognizing problems that may be occurring during the treatment process.

- Sets up, calibrates, operates, and performs maintenance and repair to a variety of laboratory instruments and equipment.
- Maintains quality control and quality assurance and follow safe work procedures within standard operating procedures and protocols.
- Maintains accurate records of work performed and analysis results.
- Assists in the preparation of periodic and special reports for submission to appropriate regulatory agencies in a timely manner; develops methods and assembles data to ensure that laboratory certification is in compliance with regulatory requirements.
- Enters data into and retrieves data from an automated data control system.
- Meets and corresponds with commercial users to interpret and implement Federal, State, and local regulations, ordinances, and policies of the pretreatment and pollution prevention programs.
- Monitors the grease inspection program; receives, tracks and schedules weekly grease inspections.
- Prepares accurate records and correspondence, including writing, updating, negotiating and maintaining wastewater discharge permits.
- May collect wastewater samples from commercial users and District sanitary sewers and performs well-defined chemical and biological tests in the field.
- Organizes, maintains, and documents all required information for enforcement of District code as directed by the federal requirements; analyzes lab data by comparing test results to requirements; prepares technical reports, evidence, and documentation; prepares and issues Notice of Violation when noncompliance is established.
- Writes and issues permits and notices related to the Pollution Prevention program.
- Tracks new business entering District boundaries; researches new business license requirements; collects pertinent data; updates and maintains records; enrolls in environmental compliance program as necessary.
- Responds to public inquiries on wastewater services, and other problem areas as related to compliance program.
- Reads, interprets, applies, and explains regulations and standards to customers.
- Participates in various technical projects related to process problems and improvement.
- Attends professional conferences and seminars to keep abreast of new developments in the industry; participates in various industry related groups and meetings; serves as a representative of the District.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department specific equipment.
- Researches and maintains awareness of current and proposed state and local regulations, ordinances, and legislation as it relates to District programs, services, and customer and community relations.
- Assists in training new staff as required.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives motor vehicles.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Chemical, biological, and physical characteristics of wastewater.
- Principles, practices, equipment, and materials required for the chemical, biochemical, biological, bacteriological, and physical analysis of samples of wastewater.
- Principles, practices, and programs for the District's wastewater pretreatment program, the waste inspection function, and related programs and projects.
- Use of flame atomic absorption and ion chromatograph instrumentation.
- Principles, practices, and terminology of commercial wastewater source control.
- Sampling techniques and related statistical analysis techniques.

- Laboratory and wastewater plant safety procedures and equipment.
- Basic principles of wastewater treatment and disposal.
- Practices and techniques of performing facility and process inspections related to areas of assignment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Principles of report writing and preparation.
- Principles and practices of safety management and application.
- Operating systems including SCADA, and other computer applications related to the work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform complex chemical, biochemical, biological, bacteriological, and physical analyses of potable wastewater
- Analyze the results of such test and make appropriate recommendations for plant operations
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Perform in-depth inspections of commercial users.
- Assemble data and prepare reports and Notices of Violation, and maintain records of testing and findings.
- Read and interpret a variety of meters, gauges, and recording charts.
- Use and perform calibration and minor maintenance and repair on a variety of laboratory equipment.
- Interpret, apply, and explain applicable federal, state, and local policies, laws, and regulations.
- Understand, interpret, follow, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Make accurate arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, maintain attention to detail and accuracy while meeting critical deadlines.
- Understand and follow oral and written instructions.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize, maintain, and update office database and records systems.
- Identify and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgement within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Work unusual shifts, weekends, evenings, and holidays when required; mandatory weekend rotation.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's Degree from an accredited college with courses in chemistry, biology, environmental sciences, or a related field and three (3) year of related experience in a water/wastewater laboratory.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Possession of, or ability to obtain, a California Water Environment Association Grade II Laboratory Analyst Certificate.
- Possession of, or ability to obtain, California Water Environment Association Grade II Environmental Compliance Inspector Certificate. If candidate does not possess Grade II Environmental Compliance Inspector certificate he/she must be able to obtain within 18 months of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a wastewater treatment plant laboratory; operate a motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone and radio. Employees primarily work both indoors and outdoors. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to handle laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes; may require ocean sampling.