

Definition

Under direction of District Management, the Wastewater Laboratory / Environmental Compliance Assistant serves the role of assisting with the Wastewater Laboratory, Industrial Pretreatment Program and FOG (Fats, Oils, and Grease) Program.

Essential Functions:

- Perform routine laboratory analysis and chemical and biological tests in a wastewater laboratory.
- Comply with the Environmental Laboratory Accreditation Program.
- Perform field sampling duties. Operate, maintain and calibrate equipment for analysis.
- Accurately record data and maintain routine documentation. This includes worksheet entries, sample documentation, chain-of-custody forms, and routine quality control checks for data generated.
- Perform technical calculations to derive defensible analytical results.
- Collect and prepare samples for contract laboratories.
- Prepare computer-generated and other wastewater treatment plant operations reports.
- Review sample analyses, including those conducted by District staff, contract laboratories, and discharger self-monitoring results.
- Assist in maintaining software applications to facilitate record keeping related to the Pretreatment and FOG Programs.
- Assist industries to achieve and maintain discharge permit compliance.
- Conduct Industrial discharge site inspections.
- Conduction FOG interceptor inspections.
- Collect samples for compliance and enforcement monitoring.
- Performs physical labor by occasionally lifting 50 pounds, and able to remove and replace sewer manhole covers weighing 205 pounds with the assistance of a pry bar and hook.

Other Functions

- Assist with maintenance of the treatment plant as directed.
- Performs other job-related duties as assigned by District Management

Employment Standards

- Completion of High School or possession of G.E.D.

Knowledge of:

- Background in Biology and/or Chemistry.
- Knowledge of sewer collection and wastewater treatment operations and maintenance.

Ability to:

- Ability to maintain records, follow oral and written directions, perform basic algebraic calculations and apply mathematical aptitude.
- Establish and maintain cooperative working relationships.
- Read, understand and apply maintenance manuals, technical manuals, and laboratory standard methods.
- Become proficient with Microsoft Office, ArcGIS, Linko and other computer-based programs.
- Knowledge of chemical and biological tests for wastewater; inspection and sampling techniques; safe and effective procedures for operation of a laboratory; water chemical analysis; personal computer operations and related software pertaining to laboratory analyses.
- Ability to prepare lab reports and records, conduct tests, provide accurate analysis of water and wastewater samples.

Work Schedule

- Schedule shall be a 40-hour work week and will periodically include weekends and holidays.
- Additional hours may be occasionally required.

Licenses Required

- Must possess and maintain a valid California Class “C” driver’s license without restrictions and be insurable.
- Certification by the California Water Environment Association (CWEA) as a Grade I Laboratory Analyst is required within 6 months of hire date.
- Certification by CWEA as a Grade I Environmental Compliance Inspector is required within 6 months of hire date.

Salary

Monthly base salary:	Range: 56.6 (per KC/SEIU 521 MOU)
Incentive salary:	Additional 3% for holding a Grade II Environmental Compliance Inspector Certificate