

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2022 (Revised)  
**POSITION TITLE:** Chemist I (Jr. Chemist)  
**DEPARTMENT:** Environmental Compliance  
**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 professional entry-level classification in the chemist classification series. As experience is gained, assignments become more varied and are performed with greater independence.

**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.
- Collects surf zone samples on a weekly basis.
- Assists as necessary in the collection of raw wastewater samples at various locations in Encina's service area.
- Performs various laboratory analyses in accordance with the approved edition of "*Standard Methods for the Examination of Water and Wastewater*". 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, settleable solids, conductivity, temperature, chlorine residual, alkalinity, volatile acids, total and volatile solids, total and fecal coliform and enterococcus.
- Maintains, calibrates, and repairs laboratory and sampling equipment.
- Co-ordinates lab equipment maintenance as needed.
- Data entry and validation.

- Performs microbiological testing on weekly shore samples.
- Performs spectrometry and titrations on various laboratory instruments.
- Calibrates and maintains instruments.
- 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 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 techniques and procedures.
- Skills in the operation and maintenance of basic laboratory instrumentation.
- 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 respond to 24-hour call-ins for emergency laboratory support, and work varied hours including scheduled holidays.
- Ability to understand, follow directions, and complete assignments with minimal supervision.
- *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.
- *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:** One (1) year of recent laboratory or closely related experience. College laboratory coursework may qualify in lieu of experience.

**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.

**CERTIFICATION REQUIREMENT:** Possession of a Grade I California Water Environment Association (CWEA) Laboratory Analyst certificate within one (1) year of first date of employment 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/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, slips, trip, and fall hazards. The noise level in the work environment is usually moderately quiet. Hearing protection is required in some sampling areas.

**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 OPPORTUNITY:** Promotion to the Chemist II Position may be made after a Chemist I successfully completes a one-year probation period; successfully completes two (2) years of laboratory experience; possesses a Grade II California Water Environment Association (CWEA) Laboratory Analyst Certificate; 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 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.**