

Handout

Agenda Item 26

Date April 14, 2016

***Las Gallinas Valley Sanitary District
Job Description***

POSITION: Environmental Specialist

LAST REVISION: September 2008

SALARY STEP RANGE: Entry level, Steps 7-11	No Certifications Required
Grade I, Steps 9-13	Grade I Laboratory Cert. Required
Grade II, Steps 10-14	Grade II Laboratory Cert. Required
Grade III, Steps 11-15	Grade III Laboratory Cert. Required

REPORTS TO: Environmental Services Director, Plant Manager and/or General Manager

SCOPE: Under general direction of the Environmental Services Director, performs a variety of sampling and analyses of wastewater, surface water, sludge and industrial waste streams; assists in the implementation and execution of the District's pollution prevention program, pretreatment program and public education program. This position assists the Environmental Services Director with laboratory regulatory requirements, data verification, environmental compliance inspections and preparing reports.

MINIMUM QUALIFICATIONS:

Education: Completion of college level course work equivalent to an Associates or Bachelor's degree in chemistry, biology, or related field from an accredited college or university.

Experience: Any combination of education/experience equivalent to a minimum of 1-3 years in a related water quality field.

Licenses and Certificates: Possession of California Water Environment Association (CWEA) Laboratory Analyst Certificate Grade I is required within one year of hire. Possession of an Environmental Compliance Inspector Certificate issued by CWEA is required within 2 years of hire. Possession of a Grade II or higher Environmental Compliance Inspector Certificate is eligible for dual certification pay increase.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of laboratory chemical, physical and biological analyses to determine compliance with federal, state and local regulations, process control parameters and to characterize industrial waste streams. Analyses include BOD, TSS, coliform/enterococcus and acute bioassay.
2. Collects wastewater, sludge, water, receiving water samples from a variety of sources including the wastewater treatment plant, recycled water operations, streams, ponds, wells and sewer collection system, and maintains automatic samplers.
3. Maintains accurate and legible records.

OTHER REQUIREMENTS

United States citizenship or legal eligibility to work in the United States

Medical evaluation to determine physical fitness for the job

Posses a valid California Driver's License

Acceptable driving record consistent with standards established by the District

Participation in job training or professional development programs