

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
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ENVIRONMENTAL SERVICES ANALYST I

SUMMARY

Under general supervision, performs inspections of industrial and commercial waste disposers; issues required permits and provides information regarding the industrial waste discharge control program; obtains samples and performs standard physical, chemical, biological and bacteriological tests of influent, effluent, wastewater, water and sludge for process control and NPDES permit monitoring; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Meets and corresponds with industrial and commercial waste disposers to apply and explain Federal, State and local regulations, ordinances, and polices of the pretreatment and pollution prevention/minimization programs.
- Obtains samples of various types of industrial and commercial wastes; conducts preliminary on-site monitoring tests following standard procedures and delivers samples to the laboratory for further testing.
- Maintains records and prepares reports regarding test results and issues discharge permits.
- Performs inspections of industrial and commercial facilities as part of the pollution prevention/minimization program and pretreatment program to maintain the discharge permits for industries within the Agency's service area.
- Performs inspections within the collection system, and by agreement with other agencies, for fats, oils, and grease and other requested services.
- Inspects hazardous materials waste storage areas, pretreatment facilities, and general process operations of industrial and commercial users within the Agency's service area.
- Obtains samples of wastewater and sludge at various stages of the treatment process.
- Performs analyses to confirm the effective operations of the wastewater treatment plant, collection system, and related facilities and for quality assurance purposes.
- Performs a variety of standardized physical, chemical, biological and bacteriological tests on residential, commercial and industrial wastewater, water, sludge and receiving waters.
- Collects, adds preservation, and prepares samples for laboratory analysis and delivery to commercial laboratories for additional testing.
- Prepares reagents for analysis purposes.
- Cleans and maintains laboratory equipment; makes minor adjustments as required to laboratory testing equipment.
- Maintains accurate records of on-site and laboratory test results using work processing, spreadsheet, and specialized computer applications.
- Prepares reports regarding test results and issues discharge permits.
- Enters data into and retrieves data from the laboratory information management system.
- Represents the Agency in contacts with representatives of industrial and commercial waste dischargers and others as required.
- Responds to complaints regarding industrial waste discharges; initiates follow-up enforcement action; prepares and issues enforcement orders and compliance requirements.

- Communicates with the public and represents the agency at public events and regulatory forums.
- Develops public education projects including written and graphic materials; makes classroom presentations regarding wastewater, stormwater, and environmental topics.
- Practices proper safety methods, procedures, and practices and precautions related to conducting inspections, handling of wastewater samples, traffic control and personal protective equipment.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION

Equivalent to completion of an Associate degree with major course work in chemistry, biology, microbiology, environmental studies, or a similar science.

EXPERIENCE

One year of experience in any combination of the following: as a laboratory technician in a wastewater treatment or related laboratory, in inspecting industrial waste discharge facilities for wastewater control purposes, as an operator in a secondary or tertiary wastewater treatment plant, or experience that would sufficiently applicable for the position.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors, co-workers, and subordinate employees; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive as scheduled and to work the hours as agreed upon and scheduled.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

EITHER possession of a Grade I certificate as a Laboratory Analyst or as an Environmental Compliance Inspector issued by the California Water Environmental Association (CWEA) or must obtain one of the Grade I certificates within 18 months of appointment, if certificate requirements are not met at time of hire. Must possess a valid California class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, to reach with hands and arms, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 25 pounds above the head, up to 50 pounds to waist height, and up to 100lbs up to 9” off the ground (such as for a manhole cover).

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to: wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to: moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

SPECIAL REQUIREMENTS

Positions in this class may perform duties that involve potential risk of occupational exposure to blood borne pathogens. Positions in this class shall be offered the Hepatitis B Vaccination.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title:	Environmental Services Analyst I
Department:	Environmental Services
Reports To:	Environmental Services Manager
FLSA Status:	Non-Exempt
Revised Date:	May 2007