

Central Marin Sanitation Agency
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ENVIRONMENTAL SERVICES ANALYST II

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 and sludge for process control and NPDES permit monitoring; and performs related work as required. This position may assist the department manager with laboratory operations and regulatory requirements and is comparable to a Chemist II or experienced Environmental Compliance Inspector position requiring a higher degree of experience, training competencies, and job performance of more complex duties and tasks than the Environmental Services Analyst I position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to those of the Environmental Services Analyst I classification and the following:

- An incumbent in this class may be assigned to provide oversight as directed by the department manager or administrator and provide training as needed.
- Obtains samples from various stages of the treatment process and performs standardized lab analyses to confirm the effective operation of the wastewater treatment plant following appropriate quality control/quality assurance procedures.
- Prepares reagents for analytical procedures.
- Cleans and maintains laboratory equipment; makes minor adjustments as required to laboratory testing equipment.
- Maintains accurate records of laboratory test results using word processing, spreadsheet and specialized computer applications.
- Represents the Agency at public events, professional meetings and regulatory forums.
- Provides information and assistance on sampling programs and analytical techniques.
- May instruct additional laboratory or operation staff in performing analyses or proper collection of samples.
- Orders and maintains laboratory supplies within specific dollar amounts.
- Maintains chemical inventory and oversees material safety data sheets.
- May assist in organizing, planning, or scheduling the activities of other staff that work in the laboratory or environmental compliance.
- Interprets and evaluates test results, recognizes and investigates problems, and recommends solutions.
- Assists in coordinating the laboratory's quality assurance program to ensure that the program meets the Environmental Laboratory Accreditation Program (ELAP) standards; reviews quality assurance/quality control (QA/QC) records and reports; recognizes and takes action on QA problems.
- Assists in developing, writing, and reviewing analytical and standard operating procedures and recommends corrective actions as appropriate.
- Performs microbiological and chemical performance evaluation standards.
- Assists in preparation of monthly NPDES Discharge Monitoring Reports for submission to the Regional Water Quality Control Board
- Maintains a variety of Agency laboratory and operational spreadsheets and distributes updated versions of each on a regular basis.
- Assures appropriate safety procedures are followed in handling hazardous materials.
- Ensures work is performed in a safe manner consistent with Agency safety rules, policies and procedures; recognizes, corrects, and reports safety hazards.
- Applies safety methods, procedures, practices and precautions related to conducting inspections, handling of wastewater samples, traffic control and personal protective equipment.
- Works with staff to maintain laboratory safety program records.
- 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 and delivers samples to the laboratory for further testing while following appropriate chain of custody procedures.
- Investigates and traces sources of illegal discharges entering the wastewater collection system and/or storm water runoff.
- Maintains records and prepares reports regarding test results and issues discharge permits.
- Inspects hazardous materials waste storage areas, pretreatment facilities, and general process operations of industrial and commercial users within the Agency's service area.
- Responds to complaints regarding industrial waste discharges; initiates follow-up enforcement action; prepares and issues enforcement orders and compliance requirements.
- Under guidance, develops programs to implement pretreatment, pollution prevention, and fats, oils, and grease within the CMSA service area and for member agencies and other districts.
- Under guidance, develops programs and procedures to assure CMSA compliance with regulatory requirements.
- Develops public education projects and makes classroom presentations regarding environmental topics.
- Functions as the public education coordinator, as assigned, working with school and community groups, educational organizations, service providers, and other agencies to develop and organize outreach programs for children, dischargers, and the general public.

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

Possession of a four year college degree, or its equivalent, with major emphasis in chemistry, biology, bacteriology, environmental studies or a related science.

EXPERIENCE

Three years experience in any combination of the following: working as a laboratory technician in a wastewater or environmental laboratory, OR inspecting industrial waste discharge facilities for wastewater control purposes.

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, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of either a Grade II certificate as a Laboratory Analyst or Environmental Compliance Inspector (Grade III desirable) and possession of a Grade I certificate in the corresponding discipline either Laboratory Analyst or Environmental Compliance Inspector (Grade II desirable) issued by the California Water Environmental Association. Must obtain certificates in both disciplines at the required levels within 18 months of employment, 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 II
Department:	Environmental Services
Reports To:	Environmental Services Manager
FLSA Status:	Non-Exempt
Revised Date:	May 2007