JOB DESCRIPTION

TITLE: Laboratory Technician II

SECTION: Planning and Management

DEPARTMENT: Engineering

SRN: 25

REPORTING RELATIONSHIP:

Reports to: Laboratory Director

Supervises the following: Not Applicable

DEFINITION: Under general direction, performs a wide range of stuff…..

ESSENTIAL FUNCTIONS:

1. Review and research proposed water quality regulations and prepare reports for the general manager, director of engineering or others.

2. Participate in professional associations, workgroups and committees working on water quality and regulatory issues.

3. Represent the district before water resource agencies and to regulatory agencies at the state and federal level concerning water quality issues.

4. Coordinate the water quality monitoring program utilizing the district’s water quality laboratory, district water resources technicians, wastewater treatment plant operators and outside laboratories.

5. Coordinate the gathering of analytical data from the district laboratory, district water resources personnel, wastewater treatment plant operators and outside laboratories to be used in the preparation water quality reports for submission to state and federal regulatory agencies.

6. Supervise the work of the Water Resources Associate, Engineering Technicians and Engineering Aides including planning, organizing, directing and controlling their assignments, goals, objectives and personal development.

7. Supervisory duties include recruiting, evaluating, rewarding and disciplining staff.

8. Allied functions related to regulations, monitoring, analysis and reporting related to water quality issues in the fields of sanitation, domestic water, irrigation and stormwater.
9. Allied functions related to environmental science such as air quality standards related to particulate matter – 10 microns and volatile gases emissions.

MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator’s License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have five years of experience as a water resources associate with water quality, laboratory and regulatory issues in an irrigation, domestic water, wastewater and stormwater or similar environment.

Education: Typically, the successful candidate will possess a Bachelor of Science Degree in Environmental Science, Chemistry, Biology or a related field from an accredited college or university.

Knowledge of:
- Principles and practices of environmental science.
- Environmental regulations such as the Clean Water Act and the Safe Drinking Water Act.
- California laws and regulations pertaining to public drinking water systems and sewage collection, treatment, reuse and disposal.
- Sampling and laboratory analytical procedures.
- General knowledge of the processes involved with irrigation, domestic water, sanitation and stormwater engineering.
- Data management and record keeping.
- General personal computer use and applications as they relate to water quality, spreadsheets and database management.
- Principals and practices of effective supervision, leadership and teambuilding.
- Technical writing skills as required for the preparation of environmental compliance reports and correspondence.

Abilities:
- Coordinate and direct others in a work environment that promotes teamwork, achievement and personal growth.
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- Review complex technical regulations and reduce these regulations to their effect on district interests.
- Carry out regulatory monitoring and reporting programs.
- Organize data from several sources into accurate reports.
- Evaluate complex chemical, biological and radiological regulations, reports and manuscripts.
- Strong organizational skills are required for the management of the district’s water quality sampling, analysis and reporting in a changing regulatory environment.
- Work cooperatively with others.
- Effectively speak in public. Prepare and present materials related to water quality and water resources to a wide range of audiences.
- Communicate effectively verbally and in writing.

PHYSICAL REQUIREMENTS:

1. Drives district vehicle to job sites including over rough terrain.
2. May work in extreme weather conditions including heat and rain.
3. Uses telephone and two-way radio to communicate.
4. Uses personal computer, keyboard, mouse and monitor for long periods.

See Human Resources for physical assessment form.