



The City of Scotts Valley is seeking candidates for:

## **WASTEWATER LABORATORY ANALYST OR SENIOR WASTEWATER LABORATORY ANALYST**

**FINAL FILING DATE: JULY 16, 2021**

**The City of Scotts Valley Wastewater Treatment Facility is now hiring  
one (1) full-time/permanent Wastewater Laboratory Analyst or  
Senior Wastewater Laboratory Analyst (DOQ).**

**Applications are being accepted for:**

**Wastewater Laboratory Analyst (\$4,171 - \$5,589/mo) or  
Senior Wastewater Laboratory Analyst (\$4,558 - \$6,110/mo),  
with the top candidate being selected.**

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### **WASTEWATER LABORATORY ANALYST (\$4,171 - \$5,589/mo):**

**Job Purpose:** Under general supervision, perform and arrange for performance of analyses and reports mandated by the wastewater treatment plant's permit; to manage the industrial pretreatment program; to assist in managing the hazardous materials program and to do related work as required.

#### **Examples Essential Duties:**

- Coordinates a variety of laboratory, chemical, biological and bacteriological tests and studies as mandated by other governmental jurisdictions;
- Collects water and wastewater samples and makes chemical and bacteriological tests, including at least the following: B.O.D., ph, dissolved oxygen, coliform M.P.M., chloride alkalinity, oil and grease, NO<sub>3</sub>, NG<sub>3</sub>, residue (setttable, suspended, and total dissolved), and chlorine residual;
- Maintains records of laboratory tests and makes daily and periodic reports on laboratory test findings as required;
- Documents and maintains Analytical Quality Control Assurance Program;
- Maintains standards for approval of laboratory certification;
- Assists with training plant personnel in standard laboratory methods and procedures;
- Orders chemicals and laboratory supplies and keeps inventory;
- Performs analyses and writes reports for special studies;
- Performs process control analyses;
- Maintains laboratory and laboratory-related equipment;
- Monitors industrial users for compliance with wastewater codes;
- Researches technical and legal literature on chemicals of concern.

#### **Examples of Marginal Duties:**

- Prepares yearly budget for laboratory supplies, equipment and any commercial laboratory work required;
- Assists in industrial inspections, monitoring and enforcement of City regulations;
- Assists in hazardous materials storage inspections, monitoring and enforcement and may respond to hazardous materials incidents;
- Performs related work as required.

**Education, Experience and Licenses:** Any combination equivalent to completion of two years of college with courses in chemistry and some experience as a laboratory technician performing chemical, biological, and bacteriological tests; completion of a Bachelor's Degree in chemistry,

biology, or related field is highly desirable; possession of a valid California motor vehicle operator's license. Must be able to obtain Grade I Laboratory Technologist Certification within two years of employment.

**Ability to:** Perform basic laboratory techniques; use equipment required for laboratory analyses; prepare chemical solutions; prepare and standardize laboratory reagents; follow prescribed laboratory procedures and record accurate observation of results; organize data, assess and prioritize laboratory needs; write clearly; plan and organize own work; perform moderately complex arithmetical calculations accurately; reason and learn new techniques and equipment, especially computer hardware and software; read, comprehend, and apply official documents and instruction manuals; follow oral and written instructions; work independently with creativity and initiative; and to communicate effectively with those contacted in the course of work.

**Knowledge of:** Principles of qualitative and quantitative inorganic and organic chemistry; chemical laboratory techniques, materials and instrumentation; preservation techniques; test reagents; types and structures of chemicals; selective ion electrode methods; wastewater treatment plant methods; and basic laboratory safety procedures.

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### **SENIOR WASTEWATER LABORATORY ANALYST (\$4,558-\$6,110/mo):**

**Job Purpose:** Under general supervision, perform chemical and microbiological analyses and prepare reports in accordance with the wastewater treatment plant's NPDES permit and reclamation order. Conduct laboratory operations to maintain lab certification by the California Department of Health Environmental Laboratory Accreditation Program. Assist plant operations staff with operating data and troubleshooting of processes.

#### **Examples of Essential Duties:**

- Plans, coordinates, and performs chemical and microbiological analyses to satisfy regulatory requirements;
- Develop and implements the Laboratory Quality Assurance Program to maintain laboratory certification;
- Prepares NPDES and other reports for wastewater and reclaimed water;
- Manages data collection and all laboratory records including chain-of-custody records;
- Collects samples for chemical, physical, and bacteriological testing;
- Prepares chemical reagents and bacteriological media;
- Trains plant personnel in standard laboratory methods and procedures;
- Orders laboratory supplies and keeps inventory;
- Prepares budget for laboratory supplies, equipment and contract laboratory work;
- Maintains laboratory and laboratory equipment;
- Plans and performs analyses to aid operations staff in troubleshooting plant performance;
- Maintains electronic records of plant performance and compliance;
- Reviews regulatory permits and federal and State requirements to ensure compliance with monitoring, reporting and laboratory operations regulations;
- May assist with pretreatment program oversight and implementation.

#### **Examples of Marginal Duties:**

- Assists plant personnel in the performance of process control tests;
- Performs related work as required.

#### **Education, Experience and Licenses:**

- 1) Possession of at least a bachelor's degree in chemistry, biochemistry, biology, microbiology or environmental, chemical, or public health engineering, or natural or physical science; and

- 2) At least three years work experience in microbiological and inorganic chemical analysis of water, wastewater, solid waste, hazardous waste or other environmental samples. Post-graduate degrees may be substituted for part of the required experience.
- 3) In lieu of meeting requirements (1) and (2) above, possession of a Grade 2 Laboratory Analyst/Water Quality Analyst Certificate from the California Water Environment Association or the California-Nevada Section of the American Water Works Association (or a Grade 1 Certificate with the ability to obtain a Grade 2 Certificate within 12 months of employment with the City).
- 4) Possession of a valid California motor vehicle operator's license.

**Ability to:** Perform chemical and bacteriological tests upon wastewater and other samples; use equipment required for laboratory analyses; prepare chemical solutions and bacteriological media; follow standard laboratory procedures and record accurate observations of results; organize and verify data using statistical methods; evaluate and prioritize laboratory functions; write clearly; plan and organize own work; accurately perform mathematical calculations; maintain accurate records; develop and perform needed laboratory procedures; operate a networked personal computer and use installed software (knowledge of Excel and Access desirable); understand and apply complex regulatory documents; follow oral and written instructions; work independently with creativity and initiative; and to communicate effectively with those contacted in the course of work.

**Knowledge of:** Basic bacteriology; principles of inorganic and organic chemistry; basic statistics; methods, materials, and instrumentation for analyzing wastewater; sampling, sample preservation, and chain of custody handling; general wastewater treatment, especially the activated sludge process; general NPDES reporting and discharge requirements; basic laboratory and plant safety procedures.

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#### HOW TO APPLY:

A **City Application and Supplemental Questionnaire are required** for each applicant and are due by July 16, 2021. Complete job description, application and mandatory supplemental questionnaire available online at: <http://www.scottsvally.org/334/Employment-Opportunities>.

*The passing of a pre-employment physical, which may include a drug and alcohol test, and Department of Justice fingerprinting, will be performed as a condition of employment.*

**Excellent Benefits:** The City of Scotts Valley participates in the Public Employees' Retirement System (PERS). In 2013, State of California laws established the following retirement requirements:

- Candidates currently enrolled in the PERS system (Classic): 2.5% @ 55; with an 8% employee contribution.
- Candidates new to the PERS system or who have had more than a six-month break from PERS (PEPRA): 2% @ 62, with a 6.75% employee contribution.
- Health Insurance: Excellent medical, vision and dental health benefits for employees and dependents.
- Life Insurance: City paid life insurance policy of \$50,000.
- Disability Insurance: City paid long term insurance.
- Vacation: 12-23 days annually depending on years of service.
- Personal Leave: 40 hours per year.
- Holidays: 13 designated days and 2 floating holidays per year.
- Sick Leave: 12 days per year.