

CITY OF WATSONVILLE

JOB TITLE: ENVIRONMENTAL PROJECTS ANALYST

DEFINITION

To safely and effectively direct and participate in the performance of a variety of environmental and laboratory projects in support of the Utilities Laboratory and related facilities; to perform a variety of laboratory tests involving the chemical, physical, and biological analyses of water and sludge; to take samples of groundwater and landfill gas.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey/lead level of classification and is responsible for training, directing, coordinating, and monitoring others in a lead capacity. This class is distinguished from the Water Quality Chemist class by the complexity of environmental projects and by the responsibility for specialized functions.

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from the Utilities Department Laboratory Manager.

Exercises lead supervision over the Water Quality Chemist, Water Quality Laboratory Technician, and subordinate staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include but are not limited to, the following:

- Develop and maintain a high quality groundwater sampling program for the City landfill
- Be familiar with State and Federal groundwater regulations, especially in the areas of sampling, analysis, and statistical procedures
- Perform various statistical analyses on groundwater data
- Develop and implement groundwater remediation strategies
- Maintain landfill gas extraction system, and sample gas wells and probes using gas monitoring equipment
- Calibrate and maintain all groundwater and landfill gas sampling and monitoring equipment
- Develop good working relationships with many government regulators, often acting as the contact person for the City
- Assist in ensuring compliance with a variety of environmental regulations, and develop written

reports for state air, water, and solid waste regulatory agencies

- Perform and coordinate the performance of a variety of laboratory chemical, biological, and bacteriological analyses to determine water quality compliance with state and federal agency requirements and for wastewater process control

- Work with Laboratory Manager and Solid Waste Division Manager on various projects, and perform related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- general principles and methods of chemical, biological, and bacteriological tests commonly performed for water/wastewater analyses

- basic understanding of statistics, hydrology, chemistry, groundwater sampling techniques, word processors, spreadsheets, and statistical software

- basic state and federal regulations regarding groundwater, wastewater, air pollution, solid waste, and water sampling protocols

- operation and maintenance of equipment used for sampling groundwater and landfill gas

Environmental Projects Analyst - 2

- laboratory safety and equipment care and maintenance

- chemical, physical and bacteriological characteristics of influents, effluents, groundwater, and landfill gas

Ability to:

- coordinate and prioritize several projects at one time, and to meet deadlines

- develop and maintain effective work relationships with many people, including City personnel, government regulators, and private companies

- analyze and interpret large sets of laboratory and statistical data

- analyze a variety of complex technical problems and make sound procedural recommendations

- maintain and organize a variety of records and prepare clear, concise reports

- perform a variety of laboratory tests involving the chemical, physical, and biological analyses of water and sludge

- operate, maintain, and calibrate analytical instruments and field sampling equipment

- determine appropriate sampling, analytical, and statistical procedures for a variety of environmental monitoring projects

- bend, stoop, and squat

- use fine hand manipulation
- effectively and tactfully communicate in both oral and written forms
- intermittently twist to reach equipment surrounding work area and to gather samples
- distinguish colors of certain fluids
- hear adequately to converse on a telephone and in person
- work indoors using near vision for prolonged periods
- work outside, walking on uneven ground
- work with chemicals, influent, bacteria, and landfill gas
- drive an automobile
- establish and maintain effective work relationships with those contacted in the performance of required duties
- train, direct, and monitor the work of others in a lead capacity

TRAINING AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Advanced educational training in engineering, biology, chemistry, or a closely related science;
- and,

Experience :

- two years of experience performing laboratory analyses and/or coordinating environmental compliance projects

LICENSE AND CERTIFICATION

- a valid Class C California Drivers License, including a safe driving record
- Grade I Laboratory Analyst Certificate issued by the California Water Environment Association or equivalent may be required