



SAN ELIJO

JOINT POWERS
AUTHORITY

Invites your interest for the position of

Laboratory Analyst I

Salary Range: \$55,709 - \$77,373



THE OPPORTUNITY

San Elijo Joint Powers Authority (SEJPA) is a community centered organization focused on environmental sustainability. Our Environmental Laboratory is accredited by ELAP (Environmental Laboratory Accreditation Program) and plays an integral part of California's water infrastructure by meet regulatory requirements in wastewater, recycled water, stormwater and ocean monitoring. Our Laboratory Team has been recognized by the Environmental Resource Associates (ERA) as a Laboratory of Excellence for achieving 100% acceptable data in the ERA's proficiency testing study. Our work ethic fosters a fast paced and rewarding working environment with empowering work culture. In addition, SEJPA offers an attractive benefit package and incentive pay.

Under Direct Supervision of the Laboratory Manager, the Laboratory Analyst I performs chemical and bacteriological examination related to monitoring the treatment of water, wastewater, ocean water, industrial waste, and sludge in alignment with the agency's vision and mission. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Job Functions

- ◆ Practices and promotes SEJPA Mission, Vision, and Values.
- ◆ Collect water, wastewater, wastewater solids, and related samples for laboratory analysis.
- ◆ Prepare and standardize reagents used in analysis work.
- ◆ Maintain laboratory in a neat and orderly condition; clean and prepare laboratory glassware and equipment.
- ◆ Clean and sterilize laboratory equipment.
- ◆ Maintain appropriate technical records and calculations of test results; perform data entry.
- ◆ Maintain daily sampling logs and inventory of laboratory stockroom.
- ◆ Perform routine and special physical, chemical, and biological tests in accordance with specified procedures.
- ◆ Assist in ordering chemicals and supplies and devising experiments to investigate water quality problems.
- ◆ Follow prescribed laboratory safety regulations.
- ◆ Other duties as assigned.

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Requirements and other Qualifications

- ◆ General laboratory procedures, techniques, equipment, and terminology.
- ◆ Principles of mathematics, biology, microbiology, and analytical and quantitative chemistry.
- ◆ Occupational hazards and standard safety practices used in a laboratory.
- ◆ Use and application of computers and software, such as Microsoft Office.
- ◆ Principles and procedures of record keeping.
- ◆ Safe driving principles and practices.
- ◆ Operate a variety of laboratory equipment and tools in a safe and effective manner.
- ◆ Operate a motor vehicle safely.
- ◆ Perform a variety of routine chemical and bacteriological tests and analyses on wastewater, water, ocean water, sludge, and industrial waste samples.
- ◆ Understand and follow oral and written instructions.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- ◆ Possession of valid California Class C driver's license.
- ◆ Ability to obtain California Water Environment Association (CWEA) Laboratory Analyst Certification within one year of employment is required.
- ◆ Must provide proof of COVID-19 vaccination and comply with SEJPA COVID-19 policies and procedures, all of which may be amended from time to time.
- ◆ Expectation that work shift may include hours outside of normally scheduled days/hours.

Education and Experience

A Bachelor of Science Degree in Chemistry or a closely related field (e.g., Biology, Microbiology, Environmental Science, or equivalent) from an accredited college or university.

Any combination equivalent to experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- ◆ One year of recent experience in an environmental accredited laboratory performing standardized physical, chemical and biological testing.
- ◆ Experience, as part of college course work, may qualify.

APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download and complete an application. Please send a cover letter, resumé, and signed application by email to Amy Chang at changa@sejpa.org. Questions regarding this opportunity, can also be sent by email to Amy Chang. Applications will be accepted until the position is filled.

