

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: LABORATORY COORDINATOR

Department: Operations and Maintenance

FLSA Status: Non-Exempt

Division: Regulatory Compliance

Position Type: Full Time

Reports to: Regulatory Compliance Supervisor

Revision Date: January 2006

POSITION SUMMARY

this position requires an employee highly skilled in a variety of operation and maintenance assignments in the District's water filtration plant and water distribution control center. The individual coordinates the activities of the water quality laboratory by developing and implementing process monitoring, and quality assurance, and establishes protocols and methodologies for procedures and system sampling programs. In addition the Laboratory Coordinator inspects, operates and maintains the water filtration plant, and operates the distribution system to supply, treat, store and distribute water.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Operates Supervisory Control and Data Acquisition (SCADA) system to monitor and ensure efficient operation of the water distribution system including reservoir water levels, pumping plants, pressure regulating stations, hydroelectric generating stations and the water filtration plant.
- Operating the water treatment processes, which includes filtration, backwashing, ozonation and chemical feeds.
- Responsible for developing, directing and coordinating a comprehensive laboratory program to ensure high quality analytical results.
- Responsible for maintaining the state certification for bacteriological testing and implementing practices and procedures, which insures that the District program meets all regulatory quality assurance and safety standards for its laboratory.
- Recommends and assists in the implementation of goals and objectives, establishes schedules and methods for water quality laboratory analysis and implements policies and procedures.
- Plans, prioritizes and reviews the work involved in water quality laboratory analysis.
- Participates in the development of improved water treatment processes and reviews monitoring programs concerning water supply, distribution and storage.
- Recommends changes in monitoring programs, treatment methods and process control to improve efficiency and water quality.

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- Participates in the budget preparation by preparing cost estimates and assists the Assistant Operations Supervisor with the final laboratory budget.
- Provides and coordinates staff training for laboratory testing and procedures.
- Sets up, calibrates, operates and performs minor maintenance on a variety of complex laboratory instruments and equipment.
- Prepares standard solutions, culture media and reagents, and ensures that glassware and equipment are clean and operable.
- Maintains all records of analytical results as required by the Department of Health Services.
- Coordinates quality assurance programs through the MWD.
- Collects samples within the distribution system and water treatment process, orders supplies for sampling and schedules pick-ups.
- Performs all duties consistent with the Water Distribution and Water Treatment Operator positions. Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not require supervisor responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

A high school diploma or general education degree (GED) or a minimum of four years related experience and/or training or equivalent combination of education and experience is required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

Skills and Abilities

Should be able to write internal memoranda; plus be able to communicate and interact effectively with peers and external personnel to establish and maintain cooperative working relationships. The position requires the individual to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful environments. Must have a thorough knowledge of the District distribution and treatment systems, water hydraulics and water quality regulations. Ability to compile, evaluate, diagnose and analyze complex data and information from current information and historical trends, and be able to recommend and take appropriate actions. Demonstrate initiative, dependability and the ability to operate independently on unsupervised shifts. The Laboratory Coordinator must be able to read measurements and recording information and be able to interpret results to make adjustments to both the distribution and treatment systems.

EQUIPMENT TO BE USED

Must be able to use radio and telephones to communicate and may be called upon to operate the District's outboard pontoon boat on Lake Bard. May operate a vehicle to travel to other District facilities for inspection and water sample collection. Be able to use computer equipment to monitor the status and operation of the distribution and treatment processes, office equipment; such as, computer terminals, copiers, printers and FAX machines.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The Laboratory Coordinator must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to be able to wear and operate a half and full face air purifying respirator and a supplied air system.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of the water treatment plant, well fields, support structures and confined space environments, and is exposed to moving mechanical parts. The work involves the use of toxic and hazardous chemicals used in the water treatment process.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Laboratory Coordinator must be able to work rotating shifts of eight hours and twelve hours and be able to respond to a request to work on short notice. The job requires the employee to agree in writing to have an "on the job" paid meal period; in that, the nature of the employee's work will prevent the employee from being relieved of all duty.

SPECIAL REQUIREMENTS

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed

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within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

Employee must possess a current State of California Department of Health Services water treatment operator certification Grade 4 and a water distribution operator certification Grade 3 at the time of hire or advancement. The Laboratory Coordinator must also possess a current Laboratory Analysis Grade 1 certificate issued by the American Water Works Association or the California Water Environmental Association.

The employee must also be able to handle and use typical cleaning materials and analytical chemicals used in water quality testing. The operator must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.