SAN ELIJO JOINT POWERS AUTHORITY
WASTEWATER TREATMENT OPERATOR II

DEFINITION
Under general supervision perform a variety of duties involved in the operation of a wastewater treatment and recycled water plant, and pump station equipment and facilities.

DISTINGUISHING CHARACTERISTICS
This is the full journey level in the Wastewater Treatment Operator class series. Positions at this level are distinguished from the Wastewater Treatment Operator I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Wastewater Treatment Operator II level are normally filled by advancement from the Wastewater Treatment Operator I level. When filled from the outside, the employee is required to have prior related experience that allows the employee to meet the qualification standards for the Wastewater Treatment Operator II level.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level staff (Operator In Training/Operator I).

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Conduct inspections of wastewater treatment/recycled water plant and pump station equipment according to established procedures and schedules.

- Read, record, and calculate readings of meters and gauges; interpret information into operational characteristics; change flow meter charts; make process adjustments according to information gathered, samples taken, readings and records.

- Check pumps, motors, generators and other equipment for proper operation.

- Perform scheduled preventive maintenance and cleaning of dry/wet wells, tanks, pumps, valves, and other equipment.

- Adjust and monitor the addition of chemicals to wastewater/recycled water treatment processes; make routine tests of effluent.
- Remove blockages; replace worn parts; remove parts to be machined by outside vendors; reassemble equipment.

- Paint equipment and buildings; sweep and wash floors, walls and paved areas; kill and remove weeds; trim plants; pick up debris; water and maintain landscaped areas.

- Notify appropriate staff of electrical and instrumentation malfunctions; assist in requested repairs to motors and equipment.

- Fuel generators.

- Maintain records and logs; complete reports as necessary.

- Observe safety precautions regarding wastewater treatment plant operations.

- Operate a variety of vehicles, tools, and equipment used in the operation of the wastewater treatment/recycled water plant.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

In addition to the qualifications for Wastewater Treatment Operator-In-Training and Operator I:

**Knowledge of:**

- Operational characteristics of specialized advanced wastewater treatment equipment.

- Materials, methods, and practices used in the operation of advanced wastewater treatment facilities and equipment.

- Occupational hazards and safety precautions necessary in wastewater treatment plant operations.

- Policies and operating routines of the advanced wastewater treatment facilities.

- Fundamentals of laboratory analysis, interpretation, and calculations.
San Elijo Joint Powers Authority
Wastewater Operator II (Continued)
Page 3

- Pertinent Federal, State, and local laws, codes and regulations.

Skill to:
- Operate a wide variety of equipment and tools used in advanced wastewater treatment plant and pump station operation in a safe and effective manner.

Ability to:
- Estimate human resources and materials for assigned projects.
- Make accurate inspections of operating equipment, assess the condition of wastewater from visual inspection and identify problems.
- Perform wastewater treatment plant operations work with accuracy, speed, and minimal supervision.

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

Experience:
Two years experience in the operation of wastewater treatment facilities and equipment

Education:
Equivalent to the completion of the twelfth grade

License or Certificate:
- Possession of an appropriate, valid California Driver's License. Failure to maintain license constitutes possible cause for termination.
- Possession of a Wastewater Treatment Plant Operator Grade II Certificate issued by the State of California Water Resources Control Board.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations; availability for shift work, on-call, standby and emergency call.
Right To Work Requirement
Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in the United States will be required as a condition of employment.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of age, sex, race, religious belief, national origin, marital status, or physical or mental disability.

Approved July 1, 1995
Amended June, 2002
SAN ELIJO JOINT POWERS AUTHORITY

LABORATORY ANALYST I
LABORATORY ANALYST II

<table>
<thead>
<tr>
<th>Department:</th>
<th>Accountability to:</th>
<th>FLSA Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory</td>
<td>Senior Laboratory Analyst</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

DEFINITION
Under direct supervision (Laboratory Analyst I), or general supervision (Laboratory Analyst II), of the Senior Lab Analyst, performs a variety of duties involved in the laboratory testing of water, wastewater, ocean water, industrial waste, and sludge.

POSITION SUMMARY

Laboratory Analyst I
This is the entry level in the Laboratory class series. Positions at this level usually perform most of the duties required of the positions at the Laboratory Analyst II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. 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. Since this class is often used as a training class, employees may have only limited or not directly related work experience.

Laboratory Analyst II
This is the full journey level in the Laboratory series. Positions at this level are distinguished from the Laboratory Analyst I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Laboratory Analyst I level. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the Laboratory Analyst II level.

SUPERVISION EXERCISED

Lab Analyst I - Exercises no supervision over other employees.
Lab Analyst II – May exercise technical and functional supervision over lower-level staff.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.

- Collect wastewater, wastewater solids, and related samples for laboratory analysis.
San Elijo Joint Powers Authority
Laboratory Analyst I/II (continued)
Page 2

- Prepare media, solutions, and reagents.
- Maintain laboratory in a neat and orderly condition; clean and prepare laboratory
glassware and 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.

SPECIFIC TYPE OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR
THESE ESSENTIAL JOB FUNCTIONS

Laboratory Analyst I
- 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.
- 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.
- Maintain the laboratory, laboratory equipment, and chemicals to ensure proper
cleanliness and working conditions.

- 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.

**Laboratory Analyst II**

In addition to those required for the Laboratory Analyst I:

- Advanced principles of mathematics, biology, microbiology, and analytical and quantitative chemistry.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices used in a laboratory.
- Determine equipment, procedures, labor, and time requirements to perform assigned work.

**EDUCATION REQUIREMENTS**

A bachelor's degree in natural or environmental science from an accredited college or university.

**EXPERIENCE REQUIREMENT**

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:

**Laboratory Analyst I**

- One year of recent experience in an analytical laboratory performing standardized physical, chemical, and biological testing. Experience, as part of college course work, may qualify.
Laboratory Analyst II

- Two years of recent laboratory experience, including one year of experience in a wastewater laboratory.

LICENSE/CERTIFICATION REQUIREMENTS

- Possession of a valid California Class C Driver’s License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver’s License, liability insurance, and the ability to be insured under the SEJPA’s automobile insurance carrier constitutes possible cause for termination.

- Possession of Laboratory Analyst certification by the California Water Environment Association (CWEA) desired but not required.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:
Ability to work in a standard laboratory environment; ability to sit, stand, walk, stoop, reach, bend, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations.

Mental Demands:
While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; exercise sound judgment; and perform multiple concurrent tasks.

Attendance:
Presence on the worksite for each workday, including being on time and working the entire scheduled shift.

Work Environment:
The employee will work both in and out of doors. The office and laboratory environments are moderately quiet. While performing field duties, the employee may be exposed to toxic or hazardous chemicals and may be required to work in inclement weather. Safety glasses and other personal protective equipment will be required.

QUALIFICATIONS

Ability to pass SEJPA’s pre-employment physical examination; and the ability to read, write, speak and comprehend English.
RIGHT TO WORK REQUIREMENT

Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

August 2007
November 1, 2009
May 2015
SAN ELIJO JOINT POWERS AUTHORITY (SEJPA)

MAINTENANCE MECHANIC I
MAINTENANCE MECHANIC II

<table>
<thead>
<tr>
<th>Department:</th>
<th>Accountable to:</th>
<th>FLSA Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>Mechanic Systems Supervisor</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

DEFINITION

Under direct supervision (Maintenance Mechanic I) or general supervision (Maintenance Mechanic II), of the Mechanic Systems Supervisor, performs a variety of duties involved in the maintenance and repair of mechanical equipment used in wastewater treatment plant and pump station operation.

POSITION SUMMARY

Maintenance Mechanic I
This is the entry level in the Maintenance Mechanic class series. Positions at this level usually perform most of the duties required of the positions at the Maintenance Mechanic II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. 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. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Maintenance Mechanic II
This is the full journey level in the Maintenance Mechanic series. Positions at this level are distinguished from the Maintenance Mechanic I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Mechanic I level. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the Maintenance Mechanic II level.

SUPERVISION EXERCISED

Maintenance Mechanic 1 - Exercises no supervision over other employees.
Maintenance Mechanic II – May exercise technical and functional supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.
San Elijo Joint Powers Authority
Maintenance Mechanic I/II (continued)
Page 2

- Perform a variety of complex work involved in the inspection, servicing, maintenance, installation and repair of pumps, motors, actuators, generators, compressors, and valves.
- Perform a variety of complex work involved in the inspection, servicing, maintenance, installation and repair of equipment utilized in the wastewater and recycled water treatment processes.
- Operate oxygen/acetylene torches and various welders.
- Monitor the operation of pump station equipment to ensure proper operation; operate pump control systems; troubleshoot mechanical pumping systems; and perform system readings.
- Troubleshoot electrical controls including motor starters, variable speed controllers, breakers, and telephone lines.
- Perform preventive maintenance on process equipment and buildings.
- Care for, store, and provide for security of tools, materials and equipment; receive and store parts and materials.
- Maintain records and logs; complete reports as needed.
- Work from blueprints, schematics, and rough sketches; make rough sketches and working drawings.
- Observe safety precautions regarding confined space entry and maintenance operations.
- Operate a variety of vehicles, tools, and equipment used in the maintenance and repair of wastewater treatment plant and pump station equipment.
- Drives Authority vehicles.
- Perform related duties and responsibilities as assigned.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS

Maintenance Mechanic I
- Basic materials, methods, practices, and equipment used in mechanical maintenance and repair work.
  - Basic principles of record keeping.
  - Basic principles of shop math applicable to machine repair and metal fabrication.
Safe driving principles and practices.

- Learn to operate, maintain, and repair a wide variety of equipment and tools used in wastewater treatment plant and pump station operation in a safe and effective manner.

- Operate a motor vehicle safely.

- Perform manual labor for extended periods of time in all types of weather.

- Learn operational characteristics of specialized maintenance and repair equipment.

- Learn materials, methods, practices, and equipment used in the maintenance and repair of wastewater treatment facilities and equipment.

- Learn occupational hazards and standard safety precautions necessary in maintenance and repair work.

- Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

- Learn pertinent Federal, State, and local laws, codes, and regulations.

- Understand and follow oral and written instructions.

- Prepare and maintain accurate and complete records.

- Perform accurate shop mathematics.

- 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.

**Maintenance Mechanic II**

In addition to those required for the Maintenance Mechanic I:

- Materials, methods, practices and equipment used in the maintenance and repair of wastewater treatment facilities and equipment.

- Operational characteristics of specialized maintenance and repair equipment.

- Occupational hazards and standard safety precautions necessary in maintenance and repair work.

- Pertinent Federal, State, and local laws, codes, and regulations.
Operate, maintain, and repair a wide variety of equipment and tools used in wastewater treatment plant and pump station operation in a safe and effective manner.

Perform skilled maintenance and repair work on wastewater pump stations and treatment facilities and equipment with accuracy, speed, and minimal supervision.

Perform skilled maintenance and repair work on recycled water treatment, storage, and distribution systems and equipment with accuracy, speed, and minimal supervision.

Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

EDUCATION REQUIREMENTS

High School Diploma or GED required.

EXPERIENCE REQUIREMENTS

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

Maintenance Mechanic I
- Exposure in the maintenance and repair of mechanical equipment.

Maintenance Mechanic II
- Two years of experience in the maintenance and repair of wastewater treatment facilities and equipment. Specialized course work in compressor and pump operation and maintenance.

LICENSE/CERTIFICATION REQUIREMENTS

Possession of a valid California Class C Driver’s License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver’s License, liability insurance, and the ability to be insured under the SEJPA’s automobile insurance carrier constitutes possible cause for termination.

Maintenance Mechanic I
- Obtain Mechanical Technologist I certification by the California Water Environment Association within 18 months of accepting position.

Maintenance Mechanic II
- Obtain Mechanical Technologist II certification by the California Water Environment Association within 18 months of accepting position.
PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:
While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Ability to withstand strenuous physical activities for extended periods of time including bending, crawling, squatting, twisting, climbing, pushing, pulling, and lifting 75 lbs..

Specific vision abilities required by this job include close and distance vision, ability to adjust focus and distinguish color.

The employee will be exposed to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater sludge, effluents, bacteria, viruses, and traffic hazards.

The ability to travel to different sites and locations; availability for shift work, on-call, standby, and emergency call.

Mental Demands:
While performing the duties of this position, the employee is required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

Work Environment:
While performing the duties of this position, the employee's work environment includes but limited to exposure to air contamination, dust, dirt, electrical hazards, fumes, odors, gases, high work places, noise, poor lighting, safety of others, shift work, toxic materials, wetness and humidity, and driving on a daily basis; limited exposure to confined work spaces, high or low temperatures. Hearing protection and other personal protective equipment will be required.

QUALIFICATIONS

Ability to pass SEJPA's pre-employment physical examinations; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENTS

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified
San Elijo Joint Powers Authority
Maintenance Mechanic I/II (continued)

Page 6

Individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

January 1, 2008
November 1, 2009
February 2013
May 2015
SAN ELIJO JOINT POWERS AUTHORITY (SEJPA)

MECHANICAL SYSTEMS SUPERVISOR

<table>
<thead>
<tr>
<th>Department:</th>
<th>Accountable to:</th>
<th>FLSA Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>Director of Operations</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**DEFINITION**

Under general direction, the Mechanical Systems Supervisor customarily and regularly exercises discretion, independent judgment, and decision making. This position plans and schedules preventative and predictive maintenance activities; plans and schedules in-house special projects, as directed, administers the Computerized Maintenance Management System (CMMS); administers the Inventory Control Program; administers outside service contracts, as directed, supervises staff, as directed, and performs other related duties as assigned.

**SUPERVISION EXERCISED**

Exercises direct supervision over Maintenance Technician I and II.

**ESSENTIAL JOB FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.

- Manages and supervises the workflow within the Maintenance Department. Ensures Systems plans, goals, and objectives are met, including the development of recommendations regarding work organization, assignments, and work schedules.
- Lead, train, motivate, and evaluate personnel; provide or coordinate staff training and develops written training manuals as needed; prepare and review performance evaluations, initiate, review and support disciplinary actions; serve on employee interview panels; provides recommendation to hiring, firing, and advancement.
- Participates in budget preparation and administration to include personnel requirements, tools, equipment, contract services, warehoused spare parts and future plant and pump station capital expenditures; prepares cost estimates for budget recommendations; submits justifications for equipment and repairs required.
- Establishes Standard Operating Procedures (SOP) for the safe and proper operation of shop equipment.
- Lead, plan, and review the work of staff responsible for maintenance and repair of mechanical equipment involved in wastewater treatment plant and pump station operation.
San Elijo Joint Powers Authority  
Mechanical Systems Supervisor  
Page 2

- Plan, direct, and participate in maintaining all mechanical equipment and standby generators at the wastewater treatment plant and pump stations.

- Supervise the use of and operate a variety of vehicles, tools, and equipment used in the maintenance and repair of the wastewater treatment plant and pump stations.

- Ensures the necessary inventory of materials, parts, and equipment are readily available to maintain facilities and machinery.

- Establishes maintenance priorities consistent with operational needs ensuring that sound maintenance practices are performed to maintain wastewater facilities and equipment in a cost effective manner.

- Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; assist in major project layouts.

- Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable work methods; ensure adherence to safe work practices and procedures.

- Ensure adherence with applicable standards and specifications; maintain cleanliness of work area and tools.

- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

- Maintain records and prepare reports as necessary.

- Responds to emergency maintenance situations.

- Perform the full range of duties in the assigned area of work.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS

- Possession of supervisory skills, including planning, organizing, staffing, directing, controlling, and budgeting. Ability to supervise, train, and develop maintenance staff.

- Operations, services, and activities of a wastewater treatment plant maintenance program.

- Operational characteristics of specialized maintenance and repair equipment.
- Materials, methods, practices, and equipment used in wastewater treatment plant maintenance and repair.

- Occupational hazards and standard safety precautions necessary in maintenance and repair work.

- Pertinent Federal, State, and local laws, codes, and regulations.

- Principles and procedures of record keeping and reporting.

- Safe driving principles and practices.

- Interfaces with the Maintenance Department to establish service request priorities and coordinate departmental activities.

- Operate, maintain, and repair a wide variety of equipment and tools used in wastewater treatment plant and pump station operation in a safe and effective manner.

- Operate a motor vehicle safely.

- Perform manual labor for extended periods of time in all sorts of weather.

- Plan, organize, and review the work of technical and maintenance staff in the area of work assigned.

- Independently perform the most difficult wastewater treatment plant maintenance and repair duties.

- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

- Ability to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

- Prepare and maintain accurate and complete records.

- Prepare clear and concise reports.

- Respond to requests and inquiries from the general public.

- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
San Elijo Joint Powers Authority  
Mechanical Systems Supervisor  
Page 4

- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays and days off.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Other duties as assigned.

EDUCATION REQUIREMENTS

Any combination of professional experience, professional certification, and education demonstrating the candidate’s ability to perform the essential duties.

EXPERIENCE REQUIREMENTS

Minimum of three (3) years of supervisory experience; and six (6) years of recent experience in the maintenance, repair, rebuild, and service of mechanical equipment found in a wastewater treatment plant. Experience to include direct interaction with computerized Maintenance Management Systems, contract management, budgeting, machine shop and report development. Any combination of training, education, or experienced that could provide the required levels of skills, knowledge, and abilities.

LICENSE/CERTIFICATION REQUIREMENTS

- Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver's License, liability insurance, and the ability to be insured by the SEJPA's insurance carrier constitutes possible cause for termination.

- California Water Environment Association (CWEA) Mechanical Technologist III is required

- Obtain Mechanical Technologist IV certification by the California Water Environment Association within 18 months of accepting position.

- Obtain Electrical/Instrumentation Grade II certification by the California Water Environment Association (CWEA) within 18 months of accepting position.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:
While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently...
San Elijo Joint Powers Authority  
Mechanical Systems Supervisor  
Page 5

required to stand, stoop, and kneel for prolonged periods of time.

Ability to withstand strenuous physical activities for extended periods of time including bending, crawling, squatting, twisting, climbing, pushing, pulling, and lifting 75 lbs.

Specific vision abilities required by this job include close and distance vision, ability to adjust focus and distinguish color.

The employee will be exposed to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater sludge, effluents, bacteria, viruses, and traffic hazards.

The ability to travel to different sites and locations; availability for shift work, on-call, standby, and emergency call.

Mental Demands:
While performing the duties of this position, the employee is required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

Work Environment:
While performing the duties of this position, the employee's work environment includes but limited to exposure to air contamination, dust, dirt, electrical hazards, fumes, odors, gases, high work places, noise, poor lighting, safety of others, shift work, toxic materials, wetness and humidity, and driving on a daily basis; limited exposure to confined work spaces, high or low temperatures. Hearing protection and other personal protective equipment will be required.

QUALIFICATIONS
Ability to pass SEJPA's pre-employment physical examinations; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENTS
Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.
The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

February 2013
May, 2015
SAN ELIJO JOINT POWERS AUTHORITY (SEJPA)

SENIOR LABORATORY ANALYST

<table>
<thead>
<tr>
<th>Department:</th>
<th>Accountability to:</th>
<th>FLSA Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory</td>
<td>Director of Operations</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**DEFINITION**

Under general direction of the Director of Operations, supervise laboratory staff, plan, organize, coordinate, and participate in laboratory testing and water quality control programs to comply with Federal, State, and local standards. Perform a full range of work in the laboratory and related work as required.

**SUPERVISION EXERCISED**

Exercises direct supervision of lower level laboratory staff.

**ESSENTIAL JOB FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.

- Collect wastewater, wastewater solids, and related samples for laboratory analysis.
- Prepare media, solutions, and reagents.
- Maintain laboratory in a neat and orderly condition; clean and prepare laboratory glassware and 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.
- Lead, plan, and review the work of staff responsible for laboratory analyses.
- Inspect and verify work in progress and completed work of Laboratory Analyst I/I.
employees for accuracy, proper work methods and techniques, and compliance with safety procedures and applicable standards and specifications; counsel on testing problems and potential causes and solutions.

- Supervise the use and operation of laboratory tools and equipment; ensure that tools and equipment are safely operated and maintained; schedule the service, repair, and replacement of tools and equipment.

- Estimate materials and equipment required for assigned jobs; order laboratory equipment and supplies as necessary and ensure items ordered are received in a timely fashion.

- Ability to perform sampling, analytical testing and other tasks as specified for the Laboratory Analyst I/II class in all areas of the laboratory.

- Review, interpret, and notify appropriate personnel of test results.

- Prepare biosolids, receiving water and recycled water reports for submission to the Environmental Protection Agency (EPA) and the San Diego Regional Water Quality Control Board.

- Serves as the laboratory's Quality Assurance Officer; directs staff in the performance of quality assurance and quality control programs. Ensures laboratory certification.

- Serves as the laboratory's Chemical Hygiene Officer and maintains required regulatory documentation to support State mandated Chemical Hygiene Plan.

- Prepare necessary correspondence, records, and reports for SEJPA customers.

- Conduct tours of the laboratory.

- Attend and participate in staff and other business meetings; stay abreast of new trends and innovations in the field of laboratory testing and water quality control.

- Perform related duties and responsibilities as assigned.

**SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS**

- Knowledge of chemical, physical, biological, and instrumental testing procedures, standard methods used for water and wastewater sampling and testing. Ability to perform independently a broad range of analyses using standard methods.

- Knowledge of the principles of laboratory maintenance.
Knowledge of conventional QA/QC practices for the wastewater laboratory, including the preparation of QA/QC charts.

Knowledge of sample receiving, chain-of-custody, and preservation procedures.

Skills in operating a personal computer for data processing, spreadsheet preparation, and word processing.

Ability to work in wet and/or odorous areas to safely collect samples.

Ability to work varying hours, weekends, and holidays when necessary to cover for Laboratory Analyst I/II.

Knowledge of operational characteristics, services, and activities of a laboratory testing and water quality control program.


Knowledge of laboratory techniques, equipment, terminology, and procedures.

Knowledge of advanced principles of mathematics, biology, microbiology, and analytical and quantitative chemistry.

Knowledge of occupational hazards and standard safety practices used in a laboratory.

Principles and procedures of record keeping and reporting; prepare and maintain accurate and complete records.

Operate a wide variety of laboratory equipment and tools in a safe and effective manner.

Operate a motor vehicle safely.

Oversee the work of technical personnel.

Perform a variety of chemical and bacteriological tests and analyses on wastewater, water, ocean water, sludge, and industrial waste samples.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, collect, compile, and analyze information and data.
San Elijo Joint Powers Authority  
Senior Laboratory Analyst (continued)  
Page 4

- Utilize and adapt standard software applications to laboratory requirements.
- Handle multiple concurrent projects and manage priorities and tasks.
- Plan and organize work to meet schedules and deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive harmonious working relationships with those contacted in the course of work.

EDUCATION REQUIREMENTS

A bachelor's degree in natural or environmental science from an accredited college or university.

EXPERIENCE REQUIREMENTS

Five years of responsible experience in the operation of an analytical laboratory involved in water, wastewater, sludge, and industrial waste testing including one year of supervisory experience.

LICENSE/CERTIFICATION REQUIREMENTS

- Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver's License, liability insurance, and the ability to be insured under the SEJPA's automobile insurance carrier constitutes possible cause for termination.
- Possession of Laboratory Analyst certification by the California Water Environment Association (CWEA) desired but not required.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:
Ability to work in a standard laboratory environment; ability to sit, stand, walk, stoop, reach, bend, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations.
San Elijo Joint Powers Authority
Senior Laboratory Analyst (continued)
Page 5

Mental Demands:
While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; exercise sound judgment; and perform multiple concurrent tasks.

Work Environment:
The employee will work both in and out of doors. The office and laboratory environments are moderately quiet. While performing field duties, the employee may be exposed to toxic or hazardous chemicals and may be required to work in inclement weather. Safety glasses and other personal protective equipment will be required.

QUALIFICATIONS

Ability to pass SEJPA's pre-employment physical examination; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

August 2007
November 1, 2009
May, 2015