

ENVIRONMENTAL ASSISTANT

DEFINITION

Performs a variety of chemical, biochemical, biological, bacteriological and physical analysis of Industrial Wastes, wastewater influent, plant process samples and effluent as required to meet NPDES and state requirements; ensures quality control of the wastewater treatment process; performs routine inspections of commercial businesses to ensure compliance with sewer code; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Environmental Assistant receives supervision from the Plant Manager.

CLASS CHARACTERISTICS

The Environmental Assistant is an entry level class that will, under the technical direction of the Environmental Analyst, perform a variety of routine laboratory tests to ensure that the City Wastewater Treatment Plant is in compliance with all state and federal requirements for the processing and disposal of wastewater for the City and associated areas. Incumbents are expected to perform routine field inspections, assist in illegal waste investigation and tracing, and assist operations staff in maintaining a high level of Plant efficiency and effectiveness.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs and interprets routine chemical, biochemical, biological, bacteriological and physical analysis of samples related to the treatment, quality control and disposal of domestic and industrial wastewater, influent and effluent following standard procedures and guidelines.
- Collects samples for testing at various sites throughout the Wastewater Treatment Plant to determine the effectiveness of each stage of the treatment process.
- Analyzes and interprets laboratory results, recognizing problems that may be occurring during the treatment process.
- Prepares samples for analysis by commercial laboratories; ensures that test results are reviewed and reported.
- Sets up, calibrates, operates and performs minor maintenance and repair to a variety of laboratory instruments and equipment.

- Performs routine Inspections of commercial and industrial facilities to ensure compliance with local, state, and federal permits, ordinances, standards and laws.
- Operates and maintains sampling, flow metering, and other source control equipment.
- Keeps inspection records and documents current.
- Maintains control and quality assurance and follows safe work procedures.
- Maintains accurate records of work performed and analysis results.
- Prepares standard chemical solutions and reagents; cleans glassware and equipment and ensures that the laboratory is maintained in a clean and orderly condition.
- Maintains an inventory of laboratory supplies, chemicals and equipment.
- Prepares chemical solutions, reagents and media; disposes of outdated materials in a safe manner.
- Instructs operational staff in the use of laboratory equipment and the performance of standardized tests.
- Enters data into and retrieves data from an automated data control system.

QUALIFICATIONS

Knowledge of:

- Chemical, biological and physical characteristics of domestic and industrial wastewater.
- Principles, practices, equipment and materials required for the chemical, biochemical, biological, bacteriological and physical analysis of samples of domestic and industrial wastewater.
- Sampling techniques and related statistical analysis techniques.
- Laboratory and wastewater plant safety procedures and equipment.
- Basic principles of wastewater treatment and disposal.
- Computer applications related to the work.
- Principles, practices, methods and terminology of industrial and commercial wastewater source control.
- Use and operation of valves, fittings and backflow prevention devices.
- Techniques for dealing effectively with the public, vendors and City staff, in person and over the telephone.

Skill in:

- Performing routine chemical, biochemical, biological, bacteriological and physical analysis of domestic and industrial wastewater.
- Analyzing the results of such tests and making appropriate recommendations for plant operations.
- Using and performing calibration and minor maintenance and repair on a variety of laboratory equipment.
- Maintaining an inventory of supplies and equipment required for the performance of necessary analyses.
- Instructing operating staff in basic laboratory procedures and processes.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Maintaining records of testing and findings.

Education and Experience:

Graduation from high school and six months of experience in performing laboratory analysis of wastewater, potable water or industrial products; or six months experience in environmental compliance or wastewater operations.

License:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess a Grade 1 Laboratory Analyst Certificate issued from California Water Environment Association within 18-months of date of appointment. Must possess or obtain within 30-months of date of appointment, a Grade I Environmental Compliance Inspector certificate issued by the California Water Environment Association.

Working Conditions:

Works inside and outside. May have to work overtime as required. Must be willing to work in a Wastewater Treatment Plant environment and be exposed to potentially hazardous materials.

Physical Demands:

Must possess mobility to work in standard office and laboratory settings and to operate a motor vehicle to visit various vendor and commercial laboratory sites; strength and stamina to lift and carry 35 pounds vision, including color vision, to ascertain laboratory test results, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.