

Now accepting applications for

WASTEWATER LABORATORY MANAGER

\$6,823- \$8,708 Monthly DOQ





THE POSITION

The South San Luis Obispo County Sanitation District (SSLOCSD) is seeking a motivated individual to join their amazing team at the water pollution control facility that can start in late November 2024. If you are ready for this exciting opportunity and meet the requirements of the position, apply immediately!

This recruitment will fill one (1) vacancy and create a qualified candidate list.

The Laboratory Manager is an advanced professional position that plans, organizes, manages and reviews the operations of the District's laboratory including day-to-day supervision of laboratory operations, pollution prevention, pretreatment, and data reporting. This position administers the District's National Pollutant Discharge Elimination System (NPDES) Monitoring and Reporting Program (MRP) and reviews and reports on regulatory issues. This position provides supervision and support to laboratory staff and operations staff and ensures efficient and effective functionality of the District laboratory. Maintains an Environmental Laboratory Accreditation Program (ELAP) certified laboratory and functions as the Technical Manager and Quality Manager for regulatory and compliance purposes. Prepares reports to regulatory agencies and performs related duties as required. Implements programs and policies to comply with federal, state, and local regulations and industry standards.

THE DISTRICT

SSLOCSD encompasses a geographic area of 165 square miles and is located within the Five Cities area in the southwestern portion of San Luis Obispo County, located fifteen miles south of the City of San Luis Obispo. The district provides services to the residents of the Cities of: Arroyo Grande, Grover Beach, and the Oceano Community Services District. The combined average annual raw wastewater flow to the SSLOCSD is in the order of 2.4 million gallons per day. In addition to collection and treatment services, SSLOCSD also assists in providing source control programs and inspection services. These additional services include an Industrial/Commercial Pretreatment Program and a Fats, Oils and Grease (FOG) Control Program.

Further, in 2021 SSLOCSD broke ground on the Wastewater Treatment Plant (WWTP) Redundancy Project. This is the largest capital improvements project the SSLOCSD has undertaken since the 1986 WWTP Improvements. The project is intended to allow major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. Expected completion is early 2025.



THE IDEAL CANDIDATE

The Laboratory Manager will oversee the daily operations, quality, safety, and efficiency of the laboratory. This position also requires management of staff, budgets, equipment, and projects. This is a highly technical position with rapidly advancing technology and regulatory demands. As a Laboratory Manager, their ability to develop, schedule, perform, review, interpret, and act upon many complex data streams will be critical. The ideal candidate's skills, presentation and experience should demonstrate this ability. A Laboratory Manager is, above all else, a good leader. Strong technical expertise, developmental skills, management skills, organizational skills, interpersonal skills and learning skills are a must. The ideal candidate should demonstrate an advanced understanding of current industry, District and facility issues. We are looking for someone who is dedicated and passionate about efficiency while emphasizing protecting public health, the environment, and the WWTP as a community asset. This person should be an effective communicator and facilitator to foster strong relationships with District staff and the public. It is important that this person leads by example and demonstrates a high standard of performance.

COMPETENCIES

Collaboration: Creates team spirit by speaking positively of others.

Communication: Shares information clearly with others.

Conflict Management: Acts calmly and rationally in conflict situations with and self- detachment

Customer Service: Provides quality service to customers.

Decision Making: Bases decisions on relevant information.

Inclusiveness: Includes and welcomes others.

Influence: Adapts words and behavior with an awareness of the effect he/she is having on others.

Leadership: Models desired workplace behavior.

Problem Solving: Takes time to identify and clarify the problem.

Reliability & Commitment: Responsive; Consistently meets deadlines.

Risk Management: Follows all applicable liability programs/procedures for the area in which they work, properly using protective equipment & signage (when required) and reporting unsafe conditions to their supervisor.

Safety: Follows all applicable safety programs/procedures for the area in which they work, properly using personal protective equipment (when required) and reporting unsafe conditions to their supervisor.

Teamwork: Participates in team activities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Standards and accepted principles of management and supervision, on-the-job training, and work review.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the laboratory.
- Principles and methods of chemical, microbiological, and toxicological analyses of wastewater and associated sampling procedures.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of budget development, administration, and accountability.
- State and local regulatory practices and technical terms applied to laboratory processes.
- TNI and California Environmental Laboratory Accreditation Program (ELAP) standards.
- NPDES permits and Federal testing regulations and guidelines (including 40 CFR part 136 and EPA's Clean Water Act).
- Principles, practices, and programs for the District's wastewater pretreatment program, the waste inspection function, and related programs and projects.
- Principles, practices, and terminology of commercial wastewater source control.
- Practices and techniques of performing facility and process inspections related to areas of assignment.
- Characteristics and problems involved with wastewater and environmental compliance analysis.
- Sampling techniques and statistical analysis.
- Standard laboratory equipment operation and maintenance.
- Laboratory quality assurance and quality control measures.
- Process control practices, methods, and equipment.
- Chemical and biological tests applied in wastewater treatment.
- Laboratory and wastewater plant safety procedures and equipment.
- Principles and practices of safety management and application.
- Specific tasks employed in using personal protective equipment.
- Operating systems including SCADA and other computer applications related to the work.
- Laboratory Information Management Software (LIMS)
- Methods and techniques for record keeping and report preparation and writing.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Techniques for providing a high level of customer service to public and District staff, in person, over the telephone, and in writing.

Ability to:

- Schedule, perform complex and accurate chemical, biochemical, bacteriological, physical, and biological analyses of water, wastewater, and biosolids.
- Analyze the results of such tests and make appropriate recommendations for plant operations.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the laboratory.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Manage monitoring and reporting programs to ensure compliance with federal and state water quality and environmental regulations as well as company standards.
- Manage required permits and make any necessary modifications and renewals.
- Identify potential issues and problems and initiate responsive actions and mitigate environmental violations.
- Perform in-depth inspections of industrial, commercial, and residential users
- Assemble data and prepare reports and Notices of Violations and maintain records of testing and findings.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Read and interpret a variety of meters, gauges, and recording charts.
- Interpret, apply, and explain applicable federal, state, and local policies, laws, and regulations.
- Implement, understand, interpret, follow, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Analyze data and information using established criteria to determine consequences and to identify and select alternatives.
- Make accurate arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Organize, maintain, and update office database and records systems.
- Identify and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgement within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work unusual shifts, weekends, evenings, and holidays when required.
- Lift up to fifty (50) pounds in the normal course of work.



BENEFITS

This position is represented by SEIU Local 620

Retirement: California Public Employees' Retirement System (CalPERS).

Medical, Dental, and Life: The District contributes towards coverage for employee and qualified dependents.

State Disability Insurance: The District covers 50%.

Leaves: 10 days a year up to 22 days a year after 10+ years of completed continuous service.

Holidays: Sixteen (16) paid holidays per year, plus one floating holiday

QUALIFICATIONS

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

Must meet the general and educational requirements and qualifications of a "Technical Manager", as required by the Environmental Laboratory Accreditation Program (ELAP), TNI, and State Water Resources Control Board.

Experience: Minimum of six (6) years of environmental laboratory experience as a laboratory technician in a wastewater treatment facility or commercial laboratory analyzing wastewater samples. Experience as a lead or senior position in an environmental laboratory is required.

Education: A bachelor's degree or higher from an accredited college in chemistry, biology, environmental sciences, or a closely related field.

Certifications: A California Water Environment Association (CWEA) Grade II Laboratory Analyst certificate or higher from the CWEA. Possession of a CWEA Grade II Environmental Compliance Inspector, or ability to obtain one within eighteen (18) months of hire.

License: A valid California Class "C" driver's license, with a satisfactory driving record.

Failure to possess and maintain the required license(s) and/or certificate(s) may be cause for discipline up to and including termination.

SELECTION PROCESS



The deadline to apply is November 1, 2024, before 4:00 PM PT.

Download the employment application at www.sslocsd.org (click on “About Us, then “Employment”). Complete and submit employment application with cover letter and resume to the South San Luis Obispo County Sanitation District by:

1. Emailing to admin1@sslocsd.us
2. Mailing to SSLOCSD, P.O. Box 339, Oceano, CA, 93475-0339.

Each application, answers to supplemental questions, and associated documents will be reviewed to determine each candidate’s ability to meet the position’s minimum qualifications.

Candidates who are most qualified will be invited to an Oral Examination tentatively scheduled for **November 12th and 13th**. The candidates passing the Oral Examination will be placed on the eligible list.

Candidates may be required to complete a reference check and given a comprehensive background investigation.

The District is seeking a candidate that can start late November 2024. The prospective hire will be subject to a pre-employment physical and drug screening.

SSLOCSD is not responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the District’s Secretary/Bookkeeper by emailing admin1@sslocsd.us.

