



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

**JOB DESCRIPTION
ENVIRONMENTAL SERVICES ANALYST II**

SUMMARY

Under general supervision, performs inspections of industrial and commercial waste dischargers; issues required permits and provides information regarding source control programs; obtains samples and performs standard physical, chemical, biological, and bacteriological tests of influent, effluent, wastewater and sludge for process control and NPDES permit monitoring; and performs related work as required. This position assists the regulatory compliance manager with laboratory operations and regulatory requirements, and requires a higher degree of experience and performs more complex duties and tasks than the Environmental Services Analyst I position.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, those of the Environmental Services Analyst I classification, and the following:

- Provide oversight as directed and provide training as needed. Assist in organizing, planning, training, and/or scheduling of Laboratory/Environmental Compliance staff.
- Assist in development and implementation of the Agency's Source Control and Public Education programs.
- Coordination, receipt, and data management of the Organic Waste Receiving program.
- Assist with implementing the Agency's regulatory monitoring program including source control and laboratory sampling, standardized analyses, reagent/standard preparation and quality control/quality assurance procedures. Order and maintains supplies and analytical equipment as needed.
- Document accurate records using MS Office applications and specialized computer programs (LINKO, LIMS, WIMS, etc.). Evaluate analytical reports, recognize and investigate nonconformances, and recommend solutions.
- Serve on Agency Committees and as an Agency representative at public events and professional meetings.
- Assist in standard operating procedure (SOP) development and review, quality assurance/quality control (QA/QC) reporting, and corrective action.
- Ensure work is performed in a safe manner consistent with Agency safety policies and procedures; recognizes, corrects, and reports safety hazards.

ESA Step IV Duties and Responsibilities

- Implement the Laboratory TNI-2 Demonstrations of Capability (DOC) regulatory requirements.
- Develop and update Source Control Program correspondence, permits, and reporting and provide Program Metric Reports.
- Prepare and update the Annual Public Education Report.
- Develop, prepare, and update billing activity reports for Source Control program and septage receiving activities.

ESA Step V Duties and Responsibilities

- Conduct Annual Proficiency Studies and develop, document, and implement Method Detection Limit Studies, Limits of Linearity (LOL), and Limits of Detection (LOD).
- Coordinate, investigate, and address Source Control Program billing activity issues.
- Develop and prepare Public Education and Source Control Program budgets and reports.
- Assist in development of Request for Proposals for specified department equipment and services.

- Coordinate and prepare the monthly Environmental Services meeting agendas, and scheduling and assigned tasks.
- Coordinate, schedule, and conduct the regulated Storm Water inspections, monitoring, Facility Compliance Evaluation, and final reporting.
- Coordinate, develop, and implement WIMS and LIMS data management software functions.
- Prepare and update the monthly OWRF Report, Monthly NPDES Self-Monitoring Report, Semiannual Pretreatment Report, and Annual Pretreatment Report.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Work Experience

Possession of a four-year college degree or its equivalent, with major emphasis in chemistry, biology, bacteriology, environmental studies, or a related science; and three years of experience as a laboratory technician in an environmental laboratory, an inspector for an environmental compliance program, or a position in the wastewater treatment industry, or a related field of work.

-Or-

Possession of a two-year college degree with emphasis in a science-related field, and five years of experience as stated above.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors, co-workers, and subordinate employees; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive as scheduled, and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Possession of either a Grade II certificate as a Laboratory Analyst or Environmental Compliance Inspector (Grade III desirable) and possession of a Grade I certificate in the corresponding discipline, either Laboratory Analyst or Environmental Compliance Inspector (Grade II desirable) issued by the California Water Environmental Association. Must obtain certificates in both disciplines at the required levels within 18 months of employment, if certificate requirements are not met at time of hire. Must possess a valid California Class C driver’s license, have a satisfactory driving record and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, to reach with hands and arms, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head, up to 50 pounds to waist height, and up to 100 lbs up to 9” off the ground (such as for a manhole cover).

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

SPECIAL REQUIREMENTS

Positions in this class shall be offered the Hepatitis B Vaccination.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title:	Environmental Services Analyst II
Department:	Technical Services
Reports To:	Regulatory Compliance Manager
FLSA Status:	Non-Exempt
Revision Date:	October 2024