



North Marin Water District Lab Analyst I / II

SALARY	\$4,021.50 - \$5,796.00 Semi-Monthly \$8,043.00 - \$11,592.00 Monthly \$96,516.00 - \$139,104.00 Annually	LOCATION	Novato, CA
JOB TYPE	Full-Time	JOB NUMBER	66
DEPARTMENT	Water Quality	OPENING DATE	11/06/2024
CLOSING DATE	12/6/2024 5:00 PM Pacific		

Description



ABOUT US

North Marin Water District (NMWD) is a public agency of the State of California established under the County Water District Law. We serve a suburban population of 63,955 people situated in and about the [City of Novato](#), which is located in a warm inland coastal valley of *Marin County, California* as well as serve several small improvement districts in the West Marin area near the coast.

As a small Special Water District, our 56 employees enjoy coming to work and working alongside their co-workers, many times saying “we are like family”. Our close-knit work environment helps successfully deliver on our vision statement: “We strive to optimize the value of services we provide to our customers and continually seek new ways to enhance efficiency and promote worker and customer engagement and satisfaction”.

ABOUT THE POSITION

North Marin Water District is seeking a Lab Analyst I / II to join our Water Quality Team.

- Are you a dynamic individual who wants to work with a professional and skilled Water Quality lab team in a new 4000sq ft. on-site lab facility?
- Are you a team player? This position has a moderate level of working interaction with NMWD professionals, other governmental agencies, the general public, and private professionals.
- Do you work well with others? You would receive direct supervision from the Water Quality Supervisor and actively collaborate with many others including, Chemists, Lab Technicians and Operations, Maintenance and Construction teams as well as administrative staff.
- The position offered (Lab Analyst I or Lab Analyst II) is based upon successful applicant experience.

DISTINGUISHING CHARACTERISTICS (LABORATORY ANALYST II) The **Laboratory Analyst II** is the journey-level class in the Laboratory Analyst series and is responsible for performing a full range of laboratory activities including analyses using sophisticated instruments (AA, GC, IC). This class is distinguished from the Laboratory Analyst I in that it performs the full array of duties independently with only occasional supervision. It is further expected to demonstrate a full understanding of

all applicable policies, procedures and work methods associated with assigned duties.

DISTINGUISHING CHARACTERISTICS (LABORATORY ANALYST I) The **Laboratory Analyst I** is the mid-level in the Water Quality series. It is distinguished from the Laboratory Technician in that it is responsible for performing laboratory activities with minimal supervision. It is further expected to demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties. The **Laboratory Analyst I** is distinguished from the **Laboratory Analyst II** in that proficiency and use of sophisticated laboratory instruments (AA, GC, IC) is not expected of the Laboratory Analyst I.

Examples of Duties

ESSENTIAL DUTIES (include but are not limited to the following)

Performs a wide variety of tests and analyses of water and wastewater within the District to include chemical, bacteriological and physical testing; collects water and wastewater samples; performs testing and interprets results; collect(s) samples throughout the District which may include entering customer homes alone; analyzes test results and prepares analytical and/or statistical reports; submits recommendations to change or modify laboratory systems and procedures as is appropriate; operates and maintains laboratory equipment; calibrates instrumentation and equipment as necessary; conducts and/or assists in conducting quality assurance and quality control procedures; responds to questions, water quality complaints and inquiries from the general public and from District personnel; provides information as is appropriate and resolve issues and concerns regarding sampling and analysis results.

OTHER DUTIES: Participates in performing basic laboratory duties such as washing labware and preparation of media and chemical solutions; inventories laboratory supplies and equipment within the laboratory and may be assigned assistant purchasing agent duties in accordance with District purchasing regulations; participates in the development of the laboratory budget; stays current on issues pertaining to water and wastewater analyses and quality; attends and participates in professional meetings as necessary.

Minimum Qualifications

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience (LABORATORY ANALYST II)

Sufficient experience and education to successfully perform the duties of a **Laboratory Analyst II**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in water and/or wastewater laboratory work and a Bachelor's degree in chemistry, bacteriology, biology or a related field from an accredited college or university.

Education/Experience (LABORATORY ANALYST I)

Sufficient experience and education to successfully perform the duties of a **Laboratory Analyst I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in water and/or wastewater laboratory work and a Bachelor's degree in chemistry, bacteriology, biology or a related field from an accredited college or university.

Knowledge/Skill/Ability

Knowledge of: Quality assurance and quality control for all laboratory procedures and methods; Pertinent Federal, State and local water regulations and codes; basic principles of water and wastewater quality and analytical methods; English usage, grammar, spelling and punctuation; modern office procedures, methods and equipment usage including a personal computer and applicable software; principles and procedures of materials and equipment used in the performance of assigned duties; occupational hazards and standard safety practices; methods and techniques of hazardous materials handling, storage and disposal.

Ability to: Operate modern laboratory equipment; perform, understand and interpret water and wastewater quality tests; monitor water system quality testing programs; compile information and prepare clear, concise and accurate records and reports; carry out quality assurance and quality control procedures; work overtime, weekends, holidays and be available in the event of an emergency; communicate clearly and concisely, both orally and in writing; establish and maintain effective

working relationships with those contacted during the course of the day; respond effectively and courteously to questions and inquiries from the general public and outside agencies.

License/Certificate

Possession of a Grade II AWWA Water Quality Analyst Certificate. (Lab Analyst I - required within 2 years; Lab Analyst II - required)

Possession of a Grade II CWEA Lab Analyst certificate. (Desired/not required)

Other: The candidate must be willing to be on an "on-call" rotation with the other members of the lab staff - additional compensation applies.

Supplemental Information

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: Position requires prolonged, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. When in the field the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen and potential mechanical hazards. The position also requires both near and far vision when inspecting samples and overseeing work projects. The need to lift sample bottle inventory and files weighing up to 25 pounds may be required. Additionally, the incumbent may be exposed to hazardous chemicals and other bio-hazards in the performance of assigned duties.

ABOUT THE APPLICATION PROCESS

This position is open until filled. Interested candidates should **apply by December 5th** by submitting a compelling cover letter and comprehensive resume via governmentjobs.com. **This position is open until filled. Review of resumes will be upon receipt and on-going until position is filled. It is recommended to apply before but by no later than December 5, 2024.**

Agency

North Marin Water District

Address

Physical: 100 Wood Hollow Dr - Suite 300
Mailing: PO BOX 146, Novato CA 94945
Novato, California, 94948

Phone

415-761-8909
415-897-4133 x09

Website

<http://www.nmwd.com>

Lab Analyst I / II Supplemental Questionnaire

***QUESTION 1**

Do you have a valid Class C license?

- Yes
 No

***QUESTION 2**

What interested you in applying for this position and working for NMWD?

***QUESTION 3**

Are you in possession of a AWWA Water Quality Analyst Certificate?

Yes

No

***QUESTION 4**

Do you currently possess the DESIRED education and experience as outlined in the job posting?

Yes

No

***QUESTION 5**

Do you currently reside within a reasonable commute distance of the District?

Yes

No

* Required Question