



ENVIRONMENTAL RESOURCE ANALYST

\$2,830.45-\$3,453.69 Bi-weekly*

\$73,591.80-\$89,796.00 Annually*

*1% increase effective July 1, 2017 & July 1, 2018

Deadline: May 26, 2017 by 5 PM

Ventura Regional Sanitation District is an independent, non-tax supported, public waste management agency founded in 1970. Organized pursuant to the County Sanitation District Act of the California Health and Safety Code, the District provides a full range of services, including integrated waste treatment and disposal services to eight cities, nine special districts, schools, homeowner associations, and other customers. VRSD is comprised of approximately seventy five employees and provides environmentally safe disposal of solid waste, effective treatment of wastewater, reliable delivery of potable and recycled water, and related services.

Another major area of emphasis for the District is the provision of customized water and wastewater services to cities, utility districts, and private entities. Included are facilities owned by the Triunfo Sanitation District (TSD), the Saticoy Sanitary District (SSD), the Camrosa Water District, the Ojai Valley Sanitation District, the County of Ventura, California State University at Channel Islands; and several small wastewater plants for private schools in Ventura and Santa Barbara Counties. In total, the District operates three potable water systems, one recycled water system, and seven wastewater treatment plants.

Specialized services the District provides include sewer line cleaning and inspection; electrical and instrumental repair; manhole rehabilitation; industrial painting and coating; environmental monitoring; and administrative and customer service support.

THE POSITION

The Environmental Resource Analyst, under general supervision will research, analyze and interpret information and data necessary to meet environmental resource management objectives; prepare written reports; monitor, inspect, and analyze data for the water system, water reclamation, and industrial waste source control program in accordance with and through federal, state, and local regulations; performs related duties as required.

IDEAL CANDIDATE

The ideal candidate will have the ability to work independently, as well as participate as a productive member of a team; represent the District by providing excellent customer service; have a strong environmental background, preferably in the public sector; experience with pre-treatment programs, including FOG (fats, oil & grease) Programs; enjoys diversity of tasks and climates as this position will be disbursed throughout Ventura County and surrounding cities (extending 100 mile radius), and work efficiently in a fast paced environment while balancing multiple projects.

EXAMPLES OF DUTIES

- + Perform professional, analytical, and administrative duties for assigned environmental resource activities and operations.
- + Prepare and present written, oral, and visual reports to the Board of Directors, outside agencies and organizations, and/or community groups.
- + Analyze data and generate technical reports and board letters; support administrative and/or formal legal action to obtain compliance with source control and industrial waste regulations and ordinances.
- + Inform and educate industrial and commercial uses of local ordinances, state and federal regulations, and District policies regarding source control and wastewater pre-treatment requirements; provide general information on the presence of toxic and hazardous materials in products used, and technologies utilized to control pollutants; seek voluntary compliance with source control industrial discharge regulations and changes in on-going industrial operations.
- + Monitoring of water, wastewater and air quality.
- + Installs and maintains sampling and metering equipment; prepares sampling schedules; collects grab and composite samples; makes observations and records unusual conditions at sample points; maintains chain of custody on samples collected; may perform routine and moderately difficult chemical biological and bacteriological analysis on samples; may coordinate compliance/laboratory services.

Proudly serving Ventura County for more than 40 years

EMPLOYMENT STANDARDS

Candidates typically demonstrate the qualifications through a combination of experience and education that would provide the required knowledge and abilities. Typically a way to obtain the required knowledge and abilities would be: possession of a Bachelor degree in environmental science, public administration, engineering, or a related field, AND, three years of experience in the specialty area assigned.

Knowledge of:

- + Principles, methods, tools and equipment used in environmental monitoring and testing, including flow measurement, sampling, and testing.
- + Techniques, investigation, and identification of industrial waste.
- + Application of statistical tools.
- + Safety methods, procedures, and policies pertinent to working around machinery, laboratory equipment, gases, chemicals and hazardous waste.
- + Research and reporting methods, techniques, and procedures.
- + The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- + Modern equipment and communication tools used for business functions and for program, project, and task coordination.
- + Computers and software programs (e.g. Microsoft software packages) to conduct research, assess information, and/or prepare documentation.
- + Working knowledge of jurisdictional agencies with oversight of at least one of the following: air quality, water, and wastewater.
- + Regulatory issuance and compliance.

Ability to:

- + Perform the full range of professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- + Plan, organize, and carry out assigned work with minimal supervision and direction
- + Comply with complex environmental regulations.
- + Inspect industrial and commercial facilities.
- + Collect grab and composite samples.
- + Routinely perform laboratory analyses.
- + Read blueprints and building plans.
- + Review plumbing detail of facility plans.
- + Research regulations, procedures, and technical reference materials.
- + Understand, interpret, and explain laws, regulations, and policies governing industrial discharge and source control operations.
- + Install and maintain sampling and metering equipment.
- + Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- + Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- + Prepare clear and concise correspondence and reports.
- + Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors/consultants/contractors, and the public.
- + Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

WORKING CONDITIONS

This position requires sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The duties also require both near and far vision while making visual checks of the treatment process. The need to lift and carry equipment and supplies weighing over 50 pounds may be required. Additionally, the incumbent works in wet conditions and around sewer gases, which results in exposure to fumes, dust, and air contaminants which may cause eye and skin irritation. The

COMPENSATION

The District offers an attractive benefits package including:

- + **Cafeteria Plan:** Up to \$1,070 (\$1,192 effective July 1, 2017) in monthly contribution for medical, dental, and vision insurance coverage
- + **Annual Leave:** Employees receive a comprehensive annual leave. Initial accrual rates start at 175.5 hours per year for non-represented employees.
- + **Holidays:** 8 Holidays, 4 Floating Holidays, and 2 hours on New Year's Eve.
- + **Life Insurance:** \$10,000 Term life
- + **457/Roth 457 Deferred Compensation Plan:** Plan options available for Voluntary Benefits.
- + **Disability Insurance:** Options for Long Term Disability Insurance
- + **Flexible Spending Plan:** Options include-Health Insurance for Pretax Premiums, Medical/Dependent Care Spending, Life/Accident Insurance for employee and family
- + **Textbook & Tuition:** The District provides up to \$5,250 per year.
- + **Retirement:** Provided by Ventura County Employees' Retirement Association (VERA), which offers reciprocity with CalPERS and some other public retirement systems.

To be considered, submit an application through GovernmentJobs.com.

If you have any questions, contact Megan Walker at (805) 658-4638, meganwalker@vrsd.com or Melissa Grisales at (805) 658-4645, melissagrisales@vrsd.com