

Salem and Beverly Water Supply Board

Job Posting

Senior Environmental Analyst

The Board anticipates that there will be an opening for the position of Senior Water Quality Analyst.

TO BE CONSIDERED FOR THE POSITION: the candidate must submit an application package addressed to Jeannine Nash, Administrative Assistant, containing the following documents:

Item A – A signed original cover letter addressed to Alan Taubert, Executive Director. The letter must contain the following items:

- **An explanation describing how the applicant’s education, background, experience, and qualifications meet the requirements of the job description for the position.**
- **A statement describing the applicant’s intention to perform the responsibilities of the position.**
- **The letter may contain any other remarks the applicant deems important.**

Item B – An up-to-date resume with copies of supporting qualifications and experience documentation such as diplomas, degrees, certificates, and licenses.

Item C – A completed Salem and Beverly Water Supply Board job application.

Pay Range Rate Schedule

<u>Hourly Rate</u>	<u>Weekly Rate</u>	<u>Annual Amount</u>
\$37.00 - \$41.00	\$1,480.00 - \$1,640.00	\$76,960.00 - \$85,280.00

Each application package will be reviewed for timeliness, completeness (submittal of completed Items A and B) and for content and attention to detail.

Submittal Deadline and Location

Deliver one complete and unbound application package to the Administrative Assistant. Applications will continue to be accepted until the position is filled.

The Administrative Assistant will log in the date and time all application packages are received. The Board reserves the right to reject application packages that do not meet the minimum requirements of the position and that do not satisfy all of the time, procedural and submission requirements.

Attachment: Senior Environmental Analyst job description and SBWSB job application.



SALEM AND BEVERLY WATER SUPPLY BOARD

APPLICATION FOR EMPLOYMENT

Please **PRINT** Clearly

Today's Date _____

BACKGROUND INFORMATION

Name _____
(Last) (First) (Middle Initial)

Address _____
(Number and Street) (City) (State) (Zip)

Social Security Number _____ Phone(s) _____
(Home) (Cell)

E-Mail Address _____

Whom should we contact in case of an emergency? _____
(Name) (Phone Number)

Do you have relatives working for the Board? ___ Yes ___ No

If yes, please give name(s) _____

Do you speak any foreign languages? _____

JOB INTEREST

Are you applying for a specific job or position or submitting a general application?

___ General Application

___ Specific Job/Position _____
(Specify Job/Position of Interest)

How did you hear about this job/position? _____

Are you available for overtime work? ___ Yes ___ No

Comments _____

EDUCATION AND/OR MILITARY TRAINING

Education

School(s) Attended	Dates Attended	Subject/ Concentration	Graduate? Yes/No	Degree/ Certification
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____

Military

Branch _____ Date Entered _____ Date Separated _____
Final Rank _____ Primary Duties _____

EMPLOYMENT HISTORY AND/OR VOLUNTEER WORK

(List all verifiable employment including any performed on a volunteer basis. List all of your employers, starting with your present or most recent employer.)

Company	Phone	Supervisor	Dates of Employment	Position Held	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications that should be considered. Include special skills, equipment operated, licenses, professional affiliations, honors and awards, publications, patents, etc.

If currently employed, may we contact your employer as a reference? ___ Yes ___ No

SECURITY

Are you a citizen of the United States? ___ Yes ___ No

If not, do you have legal authorization to perform work in the United States? ___ Yes ___ No

Have you ever been convicted of a felony? ___ Yes ___ No

If yes, give dates and details of conviction (“An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal appearances or convictions. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.”)

Please read the following statements; they constitute the conditions under which you would be employed by the Board should you be accepted for employment.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsifications, misrepresentations or omissions of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Board, my employment is for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding on the Board and that no one, other than the Board or Appointing Authority of the Board, has authority to enter into an agreement for employment contrary to the above and that any such agreement must be in writing. If employed, I agree to abide by all of the Board’s rules and regulations, and any changes thereto. I give the Board permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Board.

(Signature of Applicant)

(Date)

Massachusetts General Laws c. 149 s 19B requires that the following statement be included on employment applications: “It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”

The Board is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, handicap, veteran’s status or sexual orientation.

SENIOR ENVIROMENTAL ANALYST

GENERAL STATEMENT OF DUTIES

Highly skilled technical and administrative laboratory work to oversee the operation and maintenance of the Drinking Water Treatment Plant laboratory including; maintaining and monitoring several programs to ensure compliance with state and federal laws and regulations; implementing and maintaining the lab's Quality Assurance Plan, while employing quality control procedures; overseeing source protection monitoring programs to ensure resiliency of the watershed and water supply; and all other similar duties necessary to the operations of the Plant. Responds to inquiries, questions, and complaints from customers. This position is under the general direction of the Laboratory Director, with the direct supervision by the Supervisor of Operations.

QUALIFICATIONS

Education and Experience

Bachelor's Degree in Biology, Chemistry, or related field; three years of responsible experience in a state-certified laboratory; or an equivalent combination of experience and education with a minimum of four hours of microbiology. Advanced coursework in analytical chemistry is highly desired.

Licenses and Certifications

- Massachusetts Driver's License – Class D (Required)
- Massachusetts Operator of Drinking Water Supply Facilities – Treatment 4 License (Highly Desirable) | Treatment 3 License (Required or ability to acquire in three years)
- OSHA 10 and 30 Hour General Industry – (Required or ability to attain within one (1) year)

Knowledge, Ability and Skill

Knowledge

Thorough knowledge of chemical and biological laboratory testing procedures, as applied to the operations of a conventional water treatment plant and process control. Thorough knowledge of laboratory practices, tests, techniques, equipment, and terminology in the field of drinking water. Knowledge of environmental laboratory safety protocols and guidelines to ensure compliance by the Massachusetts Lab Certification Office. Knowledge of Supervisory Control and Data Acquisition (SCADA) systems and Computerized Maintenance Management Systems (CMMS) work order systems. Knowledge of requirements related to regulatory schedules, permit requirements, and necessary record-keeping, related to the Massachusetts Drinking Water Regulations, federal NPDES permit requirements, and sludge residual monitoring.

Ability

Ability to work on own initiative to supervise laboratory personnel and establish proper testing procedures. Ability to maintain well-organized and concise laboratory records. Ability to enter data, prepare reports, and perform analytics of large sets of data. Ability to perform chemical and biological analyses, while adhering to acceptable general laboratory procedures. Ability to communicate with others orally and in writing. Ability to oversee the operation of a laboratory and the related inventory. Ability to keep the laboratory clean, neat, and organized at all times. Ability to follow and enforce the Board's safety rules and guidelines.

Skills

Skills in performing laboratory analyses on water processes, water resources and other related instrumentation. Must demonstrate effective supervisory experience and skill. Must have strong computer skills, which includes the use of Microsoft Office applications, perform database queries, and initiate the generation of reports. Programming of instruments software is required.

Physical Requirements

Constant moderate physical effort is required. Position requires extensive standing and walking when performing laboratory functions. Occasionally required to lift and move containers and equipment weighing up to sixty (60) pounds.

While performing the duties of this job, the employee may stand for entire shift, climb, balance, kneel, crouch, or crawl. Specific eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges are necessary for routine tasks.

Job Environment

Work is performed under typical water treatment laboratory conditions with variable and frequently unpleasant conditions with exposure to toxic or dangerous chemicals and fumes. Occasional exposure to outdoor weather conditions or in permitted confined spaces. Employee may be required to work varying hours outside their normal work hours, during an emergency and/or process control situation.

Operates laboratory equipment; operates automobile, light truck, and hand tools; operates standard office equipment and computers; required to wear proper protective equipment and clothing.

Has frequent contact with other Board staff, general public, city and state officials, vendors, and consultants.

Performs routine responsible and administrative laboratory functions, requiring the exercise of responsible independent judgment.

Errors could result in incorrect laboratory analysis and create safety hazards, which could result in legal ramifications to the Board. Misuse of chemicals and other laboratory substances or equipment could result in personal injury and/or loss of life.

Adheres to the Board's safety rules, regulations, policies, and procedures.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related, or a logical assignment to the position.

- Manages, monitors, and tracks sample collection activities and conducts analysis of plant, distribution system and other resources for permit compliance and process control.
- Performs field sample monitoring within the facility, distribution systems, and watershed, as required.
- Communicates as necessary with the Supervisor of Operations/Laboratory Director, Deputy Director, and subordinate laboratory personnel to ensure that the laboratory is operating safely, effectively, and efficiently. Communicates regularly with other Board personnel to provide information or to assist in remedying problems.
- Assists the Supervisor of Operations/Laboratory Director in the development of current and future revisions to the comprehensive Quality Assurance/Quality Control (QA/QC) program. Oversees, monitors, maintains, and reports on these programs regularly, as required.
- Monitors operation's and laboratory technicians' daily analysis and report generation for compliance with the Board's Quality Assurance Plan, in accordance with state and federal regulations. Sets testing schedules for all compliance samples to meet the requirements of these regulations.
- Assists Supervisor of Operations/Laboratory Director in the supervision and training of laboratory personnel in laboratory testing, in-house maintenance, and compliance with laboratory procedures. Assumes supervisory responsibilities and other functions pertaining to operations, if assigned.
- Assists in maintaining a laboratory equipment maintenance and preventive maintenance program. Keeps accurate and legally defensible records, as required.
- Assembles instruments and equipment for analytical or research work. Prepares chemical and bacteriological media, stains, reagents, and tests solutions routinely used in laboratory work.
- Operates equipment and conducts tests, as directed. Records and input data into computer and manages data as required. Maintains the integrity of all test result records.
- Cleans, maintains, calibrates, and stores instruments and equipment. Recommends and assists with purchases to maintain laboratory inventory and maintain proper inventory levels of equipment and supplies. Performs custodial duties in the laboratory.
- Relief operator for the treatment plant, subject to holding a valid Grade T3 or T4 Operator License.
- Attends and participates in meetings as assigned.
- Performs other duties as assigned.

Occupational Category Code: O2