

# LABORATORY MANAGER

South Orange County Wastewater Authority

(Dana Point, CA)





## ABOUT SOCWA

The South Orange County Wastewater Authority (SOCWA) is a Joint Powers Authority created in 2001 to provide wastewater treatment, effluent disposal and water recycling services to its member agencies and the communities they serve. SOCWA's 10 member agencies include: City of Laguna Beach, City of San Clemente, City of San Juan Capistrano, El Toro Water District, Emerald Bay Service District, Irvine Ranch Water District, Moulton Niguel Water District, Santa Margarita Water District and Traduce Canyon Water District. SOCWA's Board of Directors is composed of one member from each agency.

With a mission to conduct effective regional planning and maximize efficient use of resources, SOCWA maintains, repairs, manages, operates and controls facilities for the treatment and disposal of wastewater in South Orange County, California, at three treatment facilities. It also provides recycled water for beneficial purposes including the production of non-domestic water for landscaped medians, slopes, parks and golf courses. In addition, SOCWA administers an area-wide Industrial Pretreatment Program, manages a regional water reclamation permit, and directs cooperative purchasing and regional service contracts. SOCWA acts as the regional liaison to regulatory agencies on wastewater management issues and interfaces regularly with local municipalities and the County of Orange to find mutually beneficial solutions to local concerns like urban runoff, watershed protection, and development issues. SOCWA's Strategic Plan outlines the agency's goals and objectives. An Annual Work Plan translates those into actionable items.

SOCWA has approximately 60 full time employees with a laboratory staff of six focused on regulatory compliance, process control and research related projects. Its Capital Improvement Program (CIP) will average approximately \$20 million a year for the next 5 years. Some key CIP projects include the reconstruction of the solids handling system at the J. B. Latham Treatment Plant, the rehabilitation of the tertiary filtration system at the Regional Treatment Plant, and the modification of the secondary treatment process at the Coastal Treatment Plant.

Additional information can be found at [socwa.com](http://socwa.com).

## THE POSITION

Reporting to the Director of Environmental Compliance, the Laboratory Manager is responsible for the daily operation of SOCWA's laboratory and supervises all laboratory staff. Laboratory staff conduct physical, chemical, and biological testing and compliance reporting for drinking water, receiving water and wastewater treatment systems.

Representative duties and responsibilities include:

- Conduct and/or oversee all regulatory required monitoring, testing, and reporting.
- Assemble data and prepare reports for submission to regulatory agencies.
- Troubleshoot technical database for accurate record keeping of laboratory, operations, and member agency related data.
- Prepare, implement, and provide annual review of the laboratory Quality Assurance/Quality Control program.
- Understand and apply Nelac Institute Standards when conducting testing.

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- Plan, coordinate, schedule and review the operation of the laboratory.
- Organize, plan, and direct the activities of the laboratory department staff; establish staffing levels, performance criteria and production requirements. Interview candidates and recommend qualified personnel for hire; evaluate staff performance.
- Assist in providing plant personnel a safe and harassment free workplace.
- Plan and prepare department operational and capital budget requests; administer approved budget allocations; control the expenditures of approved budget allocations to assure the efficient and effective use of available resources.
- Initiate and maintain an adequate inventory of laboratory supplies necessary to assure consistent operation of the laboratory.
- Apply agency personnel, purchasing and administrative policies to department operations.
- Prepare various complex written reports, letters, and memos. Attend meetings related to regulatory requirements as requested by the Director of Environmental Compliance.
- Carry out research projects as required.
- Provide assistance to the Industrial Waste Program as needed.
- Prepare written comments on proposed federal, state, and local water, recycled water, and wastewater related regulations.
- Develop and implement plant and field sampling and testing programs and interpret data. Perform chemical and biological tests.
- Manage contracts for professional services and report any pertinent data as directed.
- Make sure regulations are met governing drinking water, air, stormwater, wastewater, and reclaimed water.

## THE IDEAL CANDIDATE

The ideal candidate is an experienced laboratory supervisor who is highly professional, service minded, and proactive. In addition to being technically competent, they have excellent communication skills, a high degree of emotional intelligence, and the ability to identify and troubleshoot technical challenges as soon as they arise. To fulfill SOCWA's obligations to its member agencies and the public, the Laboratory Manager will ensure that laboratory practices are consistent with California water quality policies and regulations and make sure work is conducted as cost-effectively as possible. Finally, they will enjoy taking part in new research where science blends with technology to address emerging challenges and being part of a small, highly collaborative team.

To be successful in this position, the incumbent must be able to:

- Perform general water and wastewater analyses using various gravimetric, colorimetric, microbiological, and potentiometric methods.
- Use computers and related software for data entry and manipulation, formatting, and report generation.
- Analyze and categorize data and information in order to determine the relationship of data with reference to established criteria/standards; compare, count, differentiate, measure assemble, copy, and record and transcribe data and information; and classify, compute and tabulate data.
- Explain, demonstrate and clarify to others within well-established policies, procedures, and standards; follow specific instructions and respond to simple requests from others.
- Calculate percentages, fractions, decimals, and ratios.
- Use functional reasoning and apply rational judgment in performing diversified work activities.
- Exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

The Laboratory Manager may be required to go out on a boat to take ocean samples and may be required to collect surf zone samples.

## Minimum Qualifications

To qualify for this position, applicants must possess a baccalaureate degree in the physical, chemical, or biological sciences from an accredited four-year college or university AND at least seven years' experience in a wastewater treatment plant laboratory including at least one year at a secondary treatment plant. In addition, at least four years of laboratory supervisory experience is required.

## Other Special Requirements to Perform Essential Functions

- Possession of a valid California, Class C, driver's license in good standing.
- Ability to withstand exposure to inclement weather conditions, working in wet and/or odorous areas.
- Ability to be subject to 24-hour recall, variable working hours, overtime, weekends, and holidays. May be required to perform stand-by duties and respond to plant emergencies.

## COMPENSATION AND BENEFITS

The salary range is \$113,340 - \$144,684 per year, depending on qualifications. In recognition of the value they bring to the organization, SOCWA offers a comprehensive benefit package including:

- **Retirement:** Classic PERS members receive 2% at 55; the employee contribution is 8%. New PERS members receive 2% at 62; the employee contribution is 6.75%. The Authority does not participate in Social Security.
- **Deferred Compensation:** Nationwide 457(b) plan available with a designated agency matching up to \$1,100 per fiscal year.
- **Medical, Dental and Vision Insurance:** Partial paid medical with dental and vision insurance coverage at 100% for employee and dependents.
- **Group Life Insurance:** The Authority provides, at no cost to the employee, group life and AD&D insurance in the amount of \$100,000. SOCWA also offers the option to purchase additional life insurance for spouse and qualifying dependents.
- **Vacation:**
  - 80 hours 1st through 5 years
  - 120 hours 6 through 10 years
  - 160 hours beginning the 11th year
- **Sick Leave:** 80 hours per year
- **Floating/Personal Days:** 3 days per fiscal year
- **Holidays:** 9 per year

## HOW TO APPLY

For priority consideration, **apply on-line** at [www.allianceRC.com](http://www.allianceRC.com), by **Friday, April 23, 2021**. Interviews will be scheduled as soon as a sufficient number of well-qualified candidates is identified. For questions and inquiries, please contact Cindy Krebs at [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com) or 562-901-0769, ext. 336.

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