



# City of Everett

## ANNOUNCES AN EXAMINATION / EMPLOYMENT OPPORTUNITY

### WATER QUALITY TECHNICIAN

\$4465 - \$5421/month (plus benefits)

The City of Everett is accepting applications on an open/competitive basis for the civil service examination for **Water Quality Technician**. All vacancies in this job class will be filled from the ranked Civil Service register established from the examination process until the register expires in 36 months or is depleted. Union membership is required within 30 days of hire. There is currently one vacancy at the Water Filtration Plant located in the vicinity of the town of Sultan.

#### **JOB DESCRIPTION:**

This is specialized technical work performed in the laboratory, plant facilities, and in the field.

Work involves a combination of field sampling and field and laboratory testing responsibilities, maintenance of field sampling and testing equipment, laboratory facilities and equipment and various other tasks associated with water quality assurance, water quality control, and process control. An employee in this class works under the general supervision of the assigned supervisor. Work is reviewed for compliance with established policies, procedures, and standards and is evaluated on the basis of reports, discussions, observations, and results obtained.

#### **ILLUSTRATIVE EXAMPLES OF WORK**

*Depending on the specific area of assignment, some or all of the following examples may apply:*

- Conduct chemical, biological, and physical investigations of water, wastewater, sludge, and sediment for organic, inorganic, and pathogenic contaminants.
- Perform standard laboratory analyses including but not limited to the following: turbidity; pH; solids (total, total suspended, dissolved, settleable, volatile); biochemical oxygen demand; chemical oxygen demand; alkalinity; conductivity; fluoride; temperature; acidity; residual chlorine; chlorophyll; coliform (total, fecal).
- Carry out routine monitoring plans for both regulatory and non-regulatory functions.
- Operate and maintain related laboratory instrumentation including but not limited to the following: UV/VIS spectrophotometers, microscopes, colorimeters, pH/DO meters, turbidimeters, gas detectors, and autoanalyzers.
- Operate and maintain field equipment including but not limited to the following: various handheld meters, multimeters, online analyzers, autosamplers, flowmeters and gas detection and hydrogen sulfide monitoring equipment.
- Operate a city vehicle to sample collection sites; monitor, sample, mark, log and appropriately preserve samples for return to laboratory.
- Descend into confined spaces for manual sampling or to secure and/or to inspect/maintain automatic samplers.
- Launch and operate a small boat and motor on a river, treatment lagoon, or reservoir for monitoring, sampling or inspection.
- May assist in the training of personnel in sampling and analytical techniques and procedures.
- May prepare and maintain laboratory files, records, and reports.
- May perform laboratory and field maintenance tasks including proper cleaning and storage of glassware, instruments, samplers, sampling equipment, flowmeters and supplies.
- Performs other related work as required.

#### **QUALIFICATIONS:**

*The following knowledge, skills, and abilities are essential and critical to successful performance in this position:*

##### **Knowledge of:**

- Industry standard publications: "Standard Methods for the Examination of Water and Wastewater" and "Chemical Analysis of Water and Wastewater."
- Quality assurance/quality control statistical analytical techniques and their application in an Environmental Laboratory.
- Familiarity with applicable Clean Water Act and Safe Drinking Water Act regulations.
- Operation of flowmeters, autosamplers and other field monitoring equipment.
- Laboratory hazards and ability/willingness to employ the necessary safety precautions applicable to the work environment such as proper and safe storage of equipment, materials, and supplies, wearing of safety clothing and the care of personal equipment.
- Operation of personal computers and skill in various software program manipulations.

##### **Skill and Ability to:**

- Establish and maintain effective working relationships with co-workers and outside agencies.
- Work and interact professionally with the public.
- Effectively communicate technical information both verbally and in writing; to prepare clear concise reports and maintain accurate records.
- Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.
- Maintain a work environment free of discrimination, harassment, and retaliation.
- Work safely and in compliance with federal and state laws and regulations, and with City laws, policies, and standards.
- Support diversity and multicultural understanding in the workplace.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- BS or BA degree in chemistry, biology, laboratory sciences or related field **OR**
- Two (2) years college level coursework in chemistry, biology, water bacteriology, wastewater technology, industrial pretreatment or related field **AND** two (2) years related technical work experience.
- Experience with conducting conventional analyses on water and wastes and familiarity with Standard Methods for Examination of Water and Wastewater is highly desirable.

#### **SPECIAL REQUIREMENTS OR CERTIFICATIONS**

- Possession of, or ability to obtain within 30 days of hire, a valid Washington State Driver License or equivalent.

#### **EXAMINATION AND REGISTER ESTABLISHMENT**

All interested applicants are required to submit **1)** the standard City of Everett employment application, **2)** a resume (not to exceed two pages), **3)** a cover letter clearly detailing applicant's relevant work experience and training, and **4)** copies of any relevant degrees, certifications, or licenses.

There will be a pre-screening of all applications. All qualified applicants will be called to a written test, weighted 20%. A limited number of the top-qualifying applicants will be called to an oral board, rated 40% and a practical panel evaluation, weighted 40%. A passing grade of 70.00 or higher is required on all parts of the screening process for placement on the ranked Civil Service eligible register. The examination is designed to sample and measure the requisite knowledge, skills, and abilities.

#### **PROCEDURES/DEADLINE**

Application materials may be obtained from the City of Everett Human Resources Department, 2930 Wetmore Avenue, Suite 5A, Everett, WA 9820; (425) 257-8768 or by accessing the City's website at [www.ci.everett.wa.us](http://www.ci.everett.wa.us). The Human Resources Department must receive application materials by **5:00 p.m. May 16, 2014**. LATE, INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

**> Tentative Written Exam Date: June 5, 2014    Tentative Oral Interview / Practical Evaluation Date: June 17, 2014 <**

**Filing Opens: April 24, 2014**

**Filing Closes: May 16, 2014**

**Promotional**

**#A14007**

Applicants claiming veterans' preference points in accordance with RCW 41.04.010 as amended and meeting eligibility criteria must submit form DD214 on or before the date filing closes. Eligibility criteria posted on Human Resources bulletin board.

The City of Everett requires new hires to establish identity and employment authorization in accordance with the Immigration Reform and Control Act of 1986. THE CITY OF EVERETT VALUES A DIVERSE WORKFORCE. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF SEX, DISABILITY, RACE, COLOR, CREED, OR NATIONAL ORIGIN.

"AN EQUAL OPPORTUNITY EMPLOYER" Information and Application Mailing Address – Human Resources Department, 2930 Wetmore Ave., 5A, Everett, WA 98201.  
Phone (425) 257-8767. Open Monday – Friday 8 a.m. to 5 p.m.