BUREAU OF SANITATION

EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

DATE: January 16, 2014

EMERGENCY APPOINTMENT OPPORTUNITY FOR THREE (3) CHEMIST Is IN THE BUREAU OF SANTATION - ENVIRONMENTAL MONITORING DIVISION

APPLICATION DEADLINE: January 31, 2014

POSITIONS AVAILABLE:
- One (1) vacant Chemist I position in the Semi Volatile Unit
- One (1) vacant Chemist I position in the Legal Reporting Unit.
- One (1) vacant Chemist I position in the Wet Chemistry Unit.

All positions are located at the Hyperion Treatment Plant facility at:
12000 Vista del Mar, Playa del Rey, CA 90293

MINIMUM REQUIREMENTS:
Graduation from a recognized four-year college or university with a major in Chemistry, Chemical Engineering or Biochemistry with course work or experience utilizing at least two of the following instruments:

1. Gas Chromatograph
2. Atomic Absorption Spectrophotometer
3. Fourier Transform Infrared Spectrometer
4. Ion Chromatograph
5. High-performance Liquid Chromatograph
6. Inductively Coupled Plasma Spectrometer
7. Mass Spectrometer
8. Hand-held or automated: laboratory or field sampling and monitoring equipment
9. Multi-element Oil Analyzer
10. X-Ray Fluorescence Spectrometer

***NOTE***
All Emergency Appointments are temporary assignments and are subject to the approval of the Personnel Department. Emergency Appointments must be terminated immediately when a regular appointment can be made from an eligible list. All candidates must meet the Chemist exam bulletin minimum job requirements.

***CANDIDATES MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS BY THE APPLICATION DEADLINE DATE.***
SEMI-VOLATILE UNIT – 1 vacancy
Under the supervision of a Senior Chemist, the Chemist in the Semi Volatile Unit performs the following tasks:

The Environmental Monitoring Division provides organic testing services to the Industrial Waste Management Division, the Watershed Protection Division, wastewater treatment and reclamation plants, landfill operations, and for the receiving waters in and around Los Angeles. Much of the Division’s work is legally-mandated compliance testing to ensure that the Bureau of Sanitation meets all permit and other requirements. Under the supervision of the Senior Chemist, this Chemist works with a group of Chemists and Laboratory Technicians to conduct organic analysis and research studies in connection with environmental quality standards for water, air and land. Routine tests include BNA, Pesticide/PCB, and lipid analyses. Samples include wastewater and recycled water from the City’s treatment plants, fish tissues and sediments from Santa Monica Bay and the Los Angeles Harbor, fresh water from urban lakes, the Los Angeles River, Ballona Creek and other urban watersheds, storm water from the City’s Municipal Separate Stormwater System (MS4), biosolids land applied in the City’s beneficial reuse program, and groundwater, leachate, and condensate from the City’s landfills.

Major duties include:
1. Performing Pesticides/PCB analysis using Gas Chromatograph/Electron Capture Detector (GC/ECD) instruments. Performing the preventive maintenance, calibration, and troubleshooting these instruments;
2. Performing sample preparation, which includes extraction and cleanup of solid and liquid samples, for Base, Neutral, and Acid extractable compounds (BNA) and Pesticides/PCBs analyses;
3. Assisting in developing and documenting Standard Operating Procedures, modifying laboratory procedures, and developing and validating new analytical methods; and
4. Reviewing and validating data to ensure that Quality Assurance/Quality Control (QA/QC) requirements are met, and investigating unusual or unacceptable results.
5. Maintaining and reviewing documentation such as sample logbooks, laboratory notebooks, electronic data collection/storage software, instrument logbooks, and training records, etc. as required in performance of the above tasks.

Special requirements:
1. Must be able and willing to work with organic chemicals and solvents. People with solvent and odor sensitivity are not suitable for this position.
2. Must be able and willing to work with gas cylinders and heavy laboratory equipment. Person must be able to lift 20 pounds and shake 2-liter glassware for an extended period (approximately 1 hour) of time.
3. A valid California Driver's license.

WET CHEMISTRY UNIT – 1 vacancy
Under the supervision of a Senior Chemist, this Chemist works with a group of Chemists and Laboratory Technicians to conduct routine and non routine conventional constituent analyses and special studies related to environmental quality standards for water, air, and land. Samples include air, wastewater, industrial waste, fish tissues, and sediments collected from wastewater treatment plants, Santa Monica Bay, urban lakes and rivers, and Los Angeles Harbor, storm water, biosolids, landfill condensate, leachate, and groundwater.

Major duties include:
1. Assist the Senior Chemist in reviewing existing laboratory standard operating procedures (SOPs) and checking to ensure that these SOPs follow the ELAP-approved test methods such as EPA and Standard Methods.
2. Assist the Senior Chemist in ensuring that the proper QA/QC protocols are being followed by the professional and technical staff such as proper documentation in the logbooks.
3. Prepare data packages for new instruments, in complying with the QA Unit’s requirement for validation of new instruments.
4. Conduct method improvements of existing test methods and developing new test methods under the guidance of Senior Chemist.
5. Perform special process improvement and application studies led by the Senior Chemist by working closely with the Bureau process engineers.
6. Assist in evaluating programs to assess their effectiveness and makes revisions to meet changing needs or to improve effectiveness.

Special requirements:
1. Must be able and willing to work with organic and inorganic chemicals and solvents.
2. Must be able and willing to work with gas cylinders and heavy laboratory equipment. Person must be able to lift 20 pounds and shake 2-liter glassware for an extended period (approximately 1 hour) of time.
3. Must have good oral and written communication skills, and good computer skills including work experience with WORD, EXCEL, and Access programs.
4. Must have working knowledge and experience in preparing graphics, tables, reports, and familiarity with LIMS or a similar database.
5. Must have knowledge of standard laboratory QA/QC protocols and safety issues.

**LEGAL REPORTING CHEMISTRY UNIT – 1 vacancy**

The Chemist in the Legal Reporting Unit creates and maintains chemical/biological compliance reports by linking to the Bureau of Sanitation’s Wisard and LIMS databases. This work requires knowledge of the City’s NPDES, WDR, and TMDL monitoring program requirements, LIMS, Wisard SSI programming, and Excel. The Chemist applies chemical/biological Water Quality Objective calculations to monitoring data (used by the State of California in establishing limitations for surface water) in the LA area using Wisard and Excel (e.g., water hardness concentration impact on metals calculations and applying Los Angeles Harbor ammonia water quality objectives calculations using pH and temperature data). The position also performs bacteriological water quality limitation calculations that require knowledge of algebra/trigonometry and SSI/Excel programming. These reports are prepared in the formats required by the plants’ NPDES permits and TMDL programs. A major part of this position’s responsibility is constructing, reviewing, and submitting reports that are correct and complete in meeting regulatory reporting requirements and limitations. This position also reviews reports for permit violations and inconsistencies and ensures corrective action explanations are present in the report.

The Chemist resolves missing/outlier/questionable chemical data and requests QA/QC validation, as needed. These data are produced by various laboratories within EMD and also by contracted laboratories in order to prepare the monthly, quarterly, semiannual and annual legal reports for the city’s four wastewater treatment plants.

The Chemist also generates, reviews, and edits the Excel reports that are required on a monthly, quarterly, semiannual basis, e.g., NPDES, DMR, WDR, WRR, AQMD, and TMDL reports, using a personal computer, MS Word and Excel software and a high-speed printer. This individual conducts a review of the monitoring data that consists of a check for completeness and consistency with historical data, and determines whether the data for the sample is in violation of permit requirements. If so, he/she writes the summary of noncompliance, and monitoring remarks per State or EPA ordinances. The Chemist reviews thousands of data points, uses general knowledge of analytical chemistry in discerning detection and reporting limits, uses prior chemistry/biology training to determine validity of data and possible corrective actions, uses chemistry/biology QA/QC laboratory knowledge needed to submit CEDEN-required QA/QC data, and uses knowledge of 40 CFR 136, EPA-approved test methods. The Chemist compiles and reviews historical NPDES/TMDL/DMR laboratory data for use by various City and non-City organizations. These data are organized into a format that facilitates the interpretation by the requesting agency.
Additionally, this Chemist:

- Logs onto the State Internet-based CIWQS using a personal computer and uses Wisard-provided PET tools to convert, edit, and upload NPDES data. Adds comments and a compliance narrative to the system. Stores electronic files and performs a review of these for correctness and completeness;

- Maintains knowledge of NPDES permits, WDR/WRR permits, TMDL programs, CIWQS/DMR/CEDEN reporting requirements, and Wisard/LIMS programming updates. Performs liaison duties between plant and lab staff via e-mail, phone, or in-person and reviews permit requirements to explain NPDES/TMDL/DMR exceedances, deficiencies, and monitoring program outliers (e.g., high LA River temperatures, 5-mile chlorine residual, coliform exceedances); and

- Has knowledge and is capable of using Wisard SSI programming, updates SOPs, performs general housekeeping duties, performs purchasing requests and restocking of supplies, troubleshoots photocopier/scanner break downs, troubleshoots computer and printer problems, attends laboratory safety meetings and City training courses.

**METHOD OF EVALUATING CANDIDATES:**
Depending on the number of candidates who apply, all resumes and applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position’s duties and requirements. Final selection will be based on an oral interview where candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors and may review candidates’ personnel folders as part of the selection process.

**HOW TO APPLY:**
Interested candidates may fax or mail their completed City application to:

City of Los Angeles, Bureau of Sanitation  
Attention: Erick Jackson  
1149 S. Broadway, 9th Flr.  
Los Angeles, CA 90015  
Mail Stop: 520  
Phone: (213) 485-2689  
Fax: (213) 485-2973

All applications must be received by **4:00 pm** on the deadline date.