



CARMEL AREA WASTEWATER DISTRICT Laboratory Manager



THE OPPORTUNITY

This is an excellent opportunity for an exceptionally talented and motivated Laboratory Manager to lead the management of all District laboratory functions. Don't miss this opportunity to join a team of dedicated professionals who work to protect the environment and human health while preserving water, one of our most valuable natural resources. Carmel Area Wastewater Agency has recently rehabilitated its secondary treatment plant and is embarking on the capital improvement for the advanced water treatment facility.

CARMEL AREA WASTEWATER DISTRICT

The Carmel Area Wastewater District is a special district dedicated to the protection of the public health and the environment through the cost-effective collection and treatment of wastewater and the return of clean water to the environment. Carmel Area Wastewater District is owned, operated, and managed by the community via an elected Board of Directors. Like the majority of wastewater treatment facilities in California we are a Publicly Owned Treatment Works or POTW.

Our primary function is the treatment of wastewater – or the flow of used water from the community which includes household wastes, commercial and industrial waste stream flows, storm water and ground water. By weight, wastewater is generally only about .06% solids – dissolved or suspended materials that are carried in the 99.94% water flow.

The Carmel Area Wastewater District is managed on site by wastewater professionals who are certified by the State of California and are specialized in wastewater treatment, collection, source control, maintenance, or laboratory analysis. Operations at Carmel Area Wastewater District are funded solely by user fees. A smaller component of our revenues comes from property taxes which we utilize for capital replacement, repair, or improvement projects.

Publicly owned wastewater facility faces many challenges, but our most critical concern is a basic one; providing the best level of treatment possible and to ensure the safe condition of our water supplies.

THE POSITION

This is a management-level class that oversees and directs all laboratory activities including day-to-day operations. Responsibilities include coordinating the activities of the laboratory with those of other divisions and departments and managing and accomplishing the complex and varied functions of the laboratory. The Laboratory Manager will be responsible for applying for and maintaining lab accreditation per TNI Standards under State Water Board Environmental Laboratory Accreditation Program (ELAP) requirements. The Lab Manager is accountable for accomplishing the operational goals and objectives of the laboratory and for furthering District goals and objectives within general policy guidelines.

The Laboratory Manager receives general direction from the District Engineer. They exercise direct supervision over a staff of three lab analysts.

For a detailed job description, visit: <https://www.cawd.org/2021-2022-job-descriptions>

QUALIFYING EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college and four (4) years of responsible laboratory analysis experience, including one (1) year of supervisory or lead experience in a water quality laboratory.

Possession of, or ability to obtain within 12 months of date of hire, a California Water Environment Association (CWEA) – Laboratory Analyst Grade III/IV certificate (or equivalent American Water Works Association certification). Possession of a Grade IV level Lab Analyst certificate is desired.

IDEAL CANDIDATE

The successful candidate must be technically experienced in a water quality laboratory operation, having in-depth knowledge of the principles, practices, and functions of laboratory operations in public utility water and wastewater quality control. They will have obtained and maintained laboratory accreditation under State Water Board Environmental Laboratory Accreditation Program (ELAP) requirements meeting the 2024 TNI Standards.

They will utilize considerable independence, initiative and discretion. They will possess the leadership to demonstrate interpersonal and management skills necessary to build trust with staff, communicate effectively, provide clear direction and expectations of staff, encourage innovation and new ideas, lead staff by example and work collaboratively in a team environment.

THE RECRUITMENT PROCESS

This recruitment is open until filled; first review of applications after FIVE weeks. To be considered for this exceptional opportunity, please upload an electronic version of your resume including month/year dates of employment), cover letter, and names of six professional references (two each of current or former: supervisors, direct reports, and colleagues) here: <https://www.dropbox.com/request/uU0zEWHkLkZMfF9nn0bz>

COMPENSATION AND BENEFITS

Carmel Area Wastewater District (CAWD) offers a competitive salary range of \$11,953 - \$14,529 monthly, depending on experience and qualifications, plus benefits including:

CAWD INSURANCE BENEFITS:

MEDICAL PLANS: CAWD provides a Cafeteria menu under the Blue Cross banner with employee coverage premium fully paid by CAWD up to the PPO base plan amount. Dependent coverage is 80% paid by CAWD up to the PPO base plan amount.

DENTAL PLANS: CAWD provides a self-insured dental benefit for employees and eligible dependents. All preventative care paid at 100%.

VISION PLAN: CAWD provides vision benefits through VSP with the premium fully paid by CAWD for employees and eligible dependents.

DEFERRED COMPENSATION:

CAWD offers two firms for employee's contributions: Valic and Nationwide. Deductions are made through payroll up to the legal limit allowed annually.

TIME OFF BENEFITS:

Vacation: Accrual rate based on years of service; maximum accrual rate is 29 days per year.

Administrative Leave: 40 hours annually for exempt employees.

Holidays: CAWD offers twelve paid holidays

Sick Leave: CAWD provides fifteen days per year of sick leave.

RETIREMENT:

CalPERS Retirement formula of 2% at age 60 for Classic Members and those with reciprocity with CalPERS. The employee pays 7.54% of payroll for the employee's share contribution effective July 1, 2019.

For employees hired after January 1, 2013, who are new members (PEPRA) to CalPERS, the benefit is provided at 2% at age 62 Formula Benefit. Pre-tax payroll deductions will be required. Employee pays 6.75% of payroll for the employee's share contribution.

POST-EMPLOYMENT HEALTH PLAN:

CAWD contributes 1.25% of salary to create a tax-free trust fund for employees that can be used to pay for health-related costs after the employee retires or leaves employment.

Accrued sick leave maybe converted to CalPERS service credit upon separation.

INCOME PROTECTION BENEFITS:

Core Life/Accidental Death & Dismemberment (AD&D) fully paid by District up to \$50,000

Optional Buy-Up life insurance available

Long term Disability Insurance

WORK-LIFE PROGRAMS:

Employee Assistance Program (EAP)

Tuition Reimbursement Program (Up to IRS limits)

Employee Training

Recruitment Contact

For more information contact:

Margaret Ramirez, Senior Practice Leader | Boucher Law PC

P: (707) 386-6953 | margaret@boucher.law

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the District. A final selection will be made upon completion of comprehensive reference and background checks.