



Invites your interest for the position of

Laboratory Intern

Hourly Rate: \$18.00 per hour



THE OPPORTUNITY

Under Direct Supervision of the Laboratory Manager, the Laboratory Intern will be assigned a wide variety of projects in the laboratory department. This includes, perform biological and chemical analysis, general housekeeping, conduct rudimentary laboratory functions such as collect samples for testing from various locations throughout the facility and follow established method and documentation protocol.

Job Functions

- ◆ Practices and promotes SEJPA Mission, Vision, and Values.
- ◆ Perform analysis as required by the San Elijo Laboratory Standard Operations Procedure.
- ◆ Perform analysis in accordance with Standard Methods for the Examination of Water/Wastewater treatment.
- ◆ Collect samples throughout the treatment facility.
- ◆ Prepare the bacteriological media necessary for monitoring of bacteriological contaminants.
- ◆ Perform chemical and bacteriological sampling and testing.
- ◆ Assist the Laboratory Analyst in the performance of chemical, bacteriological, and biological analysis and examinations related to domestic water, and do related work as required.
- ◆ Perform sample bottle preparation, ensuring appropriate bottles are utilized.
- ◆ Clean and sterilize laboratory glassware and equipment.
- ◆ Prepare and standardize chemical solutions used in analysis.
- ◆ Use proper laboratory techniques to collect samples that will accurately describe the physical, chemical, and biological attributes of untreated and finished water systems.
- ◆ Assist with the daily sample as required by the NPDES.
- ◆ Establish and maintain effective working relationships with co-workers, customers, vendors, Board Members, and the public.
- ◆ Perform other duties of a similar nature or level.

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Requirements and other Qualifications

- ◆ Knowledge of computer programs and software such as, Microsoft Word and Excel.
- ◆ Understand and follow directions and complete assignments.
- ◆ Prioritize assignments and meet deadlines.
- ◆ Work both independently and as part of a team.
- ◆ Proper English usage, spelling, grammar and punctuation.
- ◆ Understand and follow oral and written instructions.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Prepare and maintain accurate and complete records.
- ◆ Perform accurate mathematical calculations.
- ◆ Learn materials, methods, practices, and operation of equipment used in the laboratory to perform standard laboratory testing.
- ◆ Learn to read and interpret laboratory data to treatment facility changes.
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- ◆ Arrive at work as scheduled and work the shift hours as scheduled.
- ◆ Possession of a valid California Class C driver's license.
- ◆ Close toe and close heel shoes are required to work in the laboratory and treatment facility. Perforated shoes and/or cloth sneakers are not allowed
- ◆ Must provide proof of COVID-19 vaccination and comply with SEJPA COVID-19 policies and procedures, all of which may be amended from time to time.
- ◆ Expectation that work shift may include hours outside of normally scheduled days/hours.

Education and Experience

An undergraduate or graduate student with two years of college courses in general education, environmental engineering, water/wastewater technology, chemistry and biology or other closely related fields. One year of laboratory course work or equivalent combination of education and experience sufficient to successfully perform essential duties of the job listed above.

APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download and complete an application. Please send a cover letter, resumé, and signed application by email to Abigail Schlenk at schlenka@sejpa.org. Questions regarding this opportunity, can also be sent by email to Abigail Schlenk.

