



# CITY OF HAGERSTOWN

## POSITION AVAILABLE

### UTILITIES DEPARTMENT

### ENVIRONMENTAL AND LABORATORY QA/QC

### PROGRAM COORDINATOR

### \$52,977 - \$85,176 DOQ

The Environmental and Laboratory QA/QC Program Coordinator will have broad environmental knowledge to include applicable local, state and federal laws, rules, policies and regulations specific to water, wastewater treatment, environmental laboratory operation, pretreatment, air quality, bio solids, and other environmental action categories. The Coordinator must possess strong interpersonal and leadership skills to create and cultivate internal and external working networks to accomplish the mission and goals of the organization. This position reports to the Laboratory Manager.

**ESSENTIAL FUNCTIONS:** Coordinate all requirements for each program, including issuance of compliance schedules and enforcement as needed; Analyze field and/or process data and recommends any procedural changes necessary to ensure optimal project or program success; Serve as the liaison for the Utility division to other divisions, departments, and outside agencies, interface with other agencies with which the City jointly operates, may represent the City at staff functions, meetings, and work groups, assist with negotiating and resolving sensitive and controversial issues; Ensure regulatory compliance is achieved through proper treatment, maintenance, and testing of the drinking water and wastewater treatment systems; Assist in the management of Clean Water Act Programs to include Industrial Pretreatment Program, Safe Drinking Water Act Programs, Risk Management Planning, Pollution Prevention Planning, and provides assistance to the Environmental Laboratories. These tasks are illustrations of the various types of work performed and are not intended to be all-inclusive. The omission of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**REQUIREMENTS:** Bachelor's Degree in Biology, Chemistry, Environmental Sciences, or related field. Requires a minimum of 5 years of experience in water and wastewater treatment regulatory compliance programs required by the Federal Safe Drinking Water Act and Clean Water Act with 2 years of laboratory experience. A combination of education and experience may be considered. Must have a valid vehicle operator's license and satisfactory driving records in accordance with City policy.

For a complete job description and to apply online visit our website at <http://www.hagerstownmd.org/jobs>. Deadline to apply is 4:30 p.m. on Friday, October 14, 2022. Applicants requiring special assistance should call 301-739-8577, Ext 828.