

**LINCOLN AVENUE WATER COMPANY • ALTADENA • CALIFORNIA
WATER QUALITY COORDINATOR/ADMINISTRATIVE ASSISTANT**

Job Description:

Lincoln Avenue Water Company is currently interviewing for the position of Water Quality Coordinator/Administrative Assistant. Lincoln is a shareholder owned mutual water company located in Altadena, California, an unincorporated area of Los Angeles County. We have 4500 service connections that serve a population of over 16,000 people. Lincoln operates a dual groundwater treatment system consisting of Ion Exchange for the treatment of perchlorate and a Granular Activated Carbon system for the treatment of volatile organic chemicals. We also operate a surface water treatment plant that treats raw water from Millard Canyon to drinking water standards.

Under general supervision, the candidate is responsible for, including but not limited to, implementing, maintaining and complying with all aspects of water quality regulations and programs. Analyzes reports and assists in developing programs to maintain full water quality compliance with all required regulatory agencies. Prepares internal and external monthly, quarterly and annual reports to DDW, EPA, RWQCB, etc. as required. Acts as a company liaison with all regulatory agencies and laboratories. Maintains a database of all water quality documentation.

In addition to water quality duties, candidate must also perform administrative and customer service duties. These duties include but are not limited to processing monthly billing, audit meter readings, process water bill payments, address customer inquiries either in person or by phone and assist with internal bookkeeping reports.

Must also have knowledge of MS Excel, Word, 10-key by touch and able to cross train. Must be detail oriented, have strong phone, organization, verbal and written communication skills.

Ideal Candidate: Grade 2 Treatment from California State Water Resources Control Board, Division of Drinking Water. Has knowledge, skill and at least 3 years' experience performing highly complex work in the area of water quality, regulations and operations.

Benefits:

The company offers a comprehensive benefits program that includes: paid vacation, holidays and sick leave; family health insurance coverage, family dental and vision care plans, retirement plans (profit sharing and 401k) & life insurance policy. We also offer a continuing education program which provides reimbursement for qualified educational expenses.

How to apply:

Applicants must submit a completed application, a resume with salary history and cover letter outlining how they meet the specific requirements of the position to jennifer@lawc.org.

No phone calls please.

Potential candidates must complete and successfully pass the following requirements:

- Criminal Background Check
- Drug Screening
- Pre-Employment Physical
- DMV Driving Record Printout

Please note this job posting is not designed to cover or contain a complete listing of activities, duties or responsibilities that are required of the employee for this job.

Lincoln Avenue Water Company is an equal opportunity employer encouraging workplace diversity.