



NOW HIRING

Laboratory Resources Coordinator

Glenbard Wastewater Authority

DESCRIPTION:

The Glenbard Wastewater Authority ("the Authority") is recruiting for an experienced (full-time) Laboratory Resources Coordinator. This position will also assist with pretreatment compliance in a secondary role. This is a highly skilled position responsible for all testing procedures and quality control practices. All testing procedures must also pass the Quality Control /Quality Assessment requirements in order to maintain a working certified Lab. Documentation of all task's activities and ready access to those records is required for the Authority's NPDES permit compliance and inspections. This employee must interact with outside vendors, equipment suppliers, and contract laboratories. The secondary functions of this position are to assist in conducting activities related to the Authority's USEPA approved pretreatment program, including, monitoring industrial and commercial users, EPA reporting, and other various related functions. Position reports directly to the Assistant Executive Director, and to provide responsive, courteous, and efficient service to the residents of the Villages of Lombard and Glen Ellyn and the general public.

ESSENTIAL FUNCTIONS:

- Ability to set budgets for the Laboratory and follow and track those budgets to stay within the set budgets. Conduct and participate in training programs; confirm employee knowledge via tests and field observations.
- Familiarity with the NPDES Permit Limits and Special Conditions stated in the permit
- Collect samples necessary for required wastewater analyses at a frequency as defined in NPDES permit. Collect samples as required for industrial use monitoring as required by 40CFR403. Collect samples as required in 40CFR503 for Biosolids testing. Collect process samples as required by the Operations Superintendent for process control.
- Read and interpret Standard Methods of the Examination of Water and Wastewater and EPA's 40 CFR 136 for each required method.
- Conduct a variety of tests for various purposes including NPDES permit testing, process control testing, industrial user monitoring in support of the National Pretreatment Program (40CFR403), Biosolids testing in support of the National Sewage Sludge Use and Disposal Regulation (40CFR503).
- Oversee the Quality Control/Quality Assurance program; perform quality control tests according to Standard Methods or 40CFR Part 136 with test results falling within acceptable ranges; coordinate the USEPA Laboratory Quality Control/Quality Assurance Performance Evaluation Study.
- Coordinate specialized analytical testing with a Contract Laboratory (metals, priority pollutants, toxicity testing, etc.). Set up contracts with Contract Laboratory for coverage and specialized analytical testing.
- Perform data entry on outside lab analysis into plant operations database software and assist in preparing results reports in plant operations database software.
- Record information, results and procedures on tests run in a detailed manner as required by EPA.
- Prepare media and reagents for microbiological analyses for water and wastewater testing; clean and prepare equipment and glassware as necessary.
- Purchase and maintain all safety equipment in the laboratory; may serve as a member of the Glenbard Safety Committee.
- Assist in monitoring plant compliance with State and Federal treatment regulations; inform staff of any violations or potential violations of regulations.
- Train plant operators in the collection and testing of sampled materials for process control testing and fecal coliforms; ensure that all operators use identical sampling procedures for all analyses conducted.

- Maintain laboratory and related equipment. Maintain records on service, usage, and repairs as required by USEPA & IEPA.
- Conduct sampling programs to assist in capital project needs and share data with appropriate parties.
- Perform general administrative work.
- Perform NetDMR reporting requirements
- Conduct laboratory tests as requested.
- Assist in evaluation of lab technician or other operations staff working in the laboratory.
- Other duties as assigned by the Executive Director

SECONDARY FUNCTIONS

- Assist Environmental Resources Coordinator on industrial facility inspections and sampling as needed and have a general understanding of the Industrial Pretreatment Program.
- Inspects industrial/commercial facilities and arranges for collection of samples of wastewater discharge following approved protocols
- Corresponds with industrial and commercial facility contacts to assess operational processes and compliance with environmental regulations
- Assists in managing hauled waste service providers who bring materials beneficial to the Authority.
- Perform routine and specialized laboratory tests on wastewater samples.
- Analyze physical, chemical, and biological parameters to ensure compliance with local, state, and federal regulations.
- Maintain proper documentation and data integrity in accordance with regulatory requirements.

QUALIFICATION REQUIREMENTS:

- Associate's or bachelor's degree in environmental science, chemistry, biology, or a related field.
- Previous experience in wastewater treatment, environmental laboratory operations, or a related field is preferred.
- Strong knowledge of pretreatment regulations and wastewater analysis techniques.
- Excellent analytical, organizational, and communication skills.
- Proficiency in data management and technical reporting.
- Ability to work both independently and as part of a collaborative team.
- Ability to operate various types of equipment – standard office equipment, computer and related software.
- Ability to use Microsoft Excel, Microsoft Word, Microsoft Outlook, and plant data tracking system.
- Ability to operate and maintain laboratory equipment used in laboratory analyses, including all required calibrations.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 60 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Incumbent may be subjected to working around vibrations and noise, moving mechanical parts, and heights; position may also be exposed to fumes or airborne particles, toxic or caustic chemicals, infectious diseases, and extreme outdoor temperatures. Work environment includes both an office setting as well as working outdoors in various types of weather conditions. This is a safety sensitive position. The general work schedule is Monday-Friday, 7:00 am to 3:30 pm.

SALARY/BENEFITS:

This is a full-time, non-exempt position with full benefits and participation in the Illinois Municipal Retirement Fund (IMRF), a defined benefit retirement plan. Our comprehensive benefits package also includes health, dental, and vision insurance, life/AD&D coverage, flexible spending, transit, a 457 deferred compensation plan, paid time off,

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a wellness incentive program, and tuition reimbursement. This position is non-exempt under FLSA. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement. **The current salary range for this position is \$74,520 – 104,328 (Grade K). Expected starting salary +/- \$89,424 DOQ.**

HOW TO APPLY:

1. Interested candidates should submit an employment application ([click here](#)), a resume and cover letter to applicants@glenellyn.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #29-25-GWA Laboratory Resources Coord.)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug and alcohol screen.
4. The position is open until filled; however, **first review of applications will begin on Thursday, June 12, 2025.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE GLENBARD WASTEWATER AUTHORITY IS
AN EQUAL OPPORTUNITY EMPLOYER**