



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT BIOLOGIST

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: YA07
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JOB SUMMARY

This is the entry level position performing Assistant Biologist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Learns and assists to identify and evaluate the effects of biological processes on water quality in source water aqueducts and reservoirs.
2. Learns and assists to identify and study problematic aquatic organisms to aid in the development of management and treatment strategies.
3. Collects data related to water quality analyses. Learns and assists with analysis and interpretation of water quality data. Assists with preparation of technical reports.
4. Conducts routine biological and chemical tests; learns and assists to evaluate data and validate results.
5. Performs and assists in a variety of sample collection activities and techniques in source water aqueducts and reservoirs. May perform SCUBA diving for monitoring water quality issues in lakes and reservoirs.
6. Operates, maintains, and troubleshoots basic laboratory and field equipment and instrumentation.
7. May participate on a project team.

8. Performs other related Biologist job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field.

Required Knowledge of: Biological and laboratory methods and principles; principles of statistics; laboratory techniques and instrumentation; standard laboratory quality assurance and control requirements; laboratory and field safety protocols; basic water sampling techniques; aquatic organisms; and current office technology and equipment.

Required Skills and Abilities to: Analyze, interpret, and manage data; operate and maintain field and laboratory instruments and equipment; conduct sampling and monitoring; organize; handles boats and trailers; adapt; apply scientific knowledge to assist in resolving technical problems; use culturing, staining, microscopy, and molecular techniques; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- Rescue Diver Certification
- Oxygen Provider Certification
- CPR/First Aid/AED

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment
- May be required to be a licensed/certified SCUBA Diver

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Job Title: Assistant Biologist

Job Code: YA07

Adopted: 03/11/13

Revised:

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MWD

Metropolitan Water District of Southern California

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.

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