



# SAN GABRIEL BASIN WATER QUALITY AUTHORITY

1720 W. Cameron Ave., Suite 100, West Covina, CA 91790 • 626-338-5555 • info@wqa.com • wqa.com

## **EMPLOYMENT OPPORTUNITY**

### **Project Resource Specialist**

#### **Organization**

The San Gabriel Basin Water Quality Authority is a special district government agency created by the State of California. The major functions of the Authority are to develop, finance and implement groundwater treatment programs in the San Gabriel Valley under the direction of a seven-member Board.

#### **Job Summary**

This position supports the Assistant Executive Director/Senior Project Manager in providing technical support for the development, planning and funding of groundwater remediation projects as well as the management of Authority remediation facilities. This position is also responsible for the Authority's GIS mapping and water quality database systems. This position requires excellent computer software skills, ability to multi-task, oral and written communication skills, discretion, and judgment. This position requires driving to various project sites and meeting locations.

#### **Minimum Qualifications**

Bachelor's degree in engineering, hydrogeology, chemistry, or related environmental field. One to three years of experience in groundwater remediation. Knowledge of practices related to water treatment activities, including contract administration, planning and development, design, construction, operation and maintenance; federal and state drinking water regulations; federal and state grant proposals; geographic information systems. Ability to analyze conceptual engineering proposals; review the work of professionals and technical engineering personnel, make analyses and arrive at appropriate conclusions, interact with the general public in an efficient and tactful manner; coordinate activities with other agencies and consultants; conduct research, write and present reports. Knowledge of modern business practices and procedures, including business letter writing and elements of correct English usage, grammar, spelling, vocabulary, punctuation, and mathematics required. Must have excellent oral and written communications skills and the ability to maintain an effective working relationship with others. Proficient with MS Office applications, including Word and Excel, and Esri ArcGIS. A valid California driver's license is required.

#### **Responsibilities and Essential Functions (not all inclusive):**

- Assists the Assistant Executive Director/Senior Project Manager with the management of Authority's groundwater remediation projects and groundwater source investigations.

- Prepares state and federal grant applications and quarterly reports.
  - Develops project budgets.
  - Creates and updates Authority’s San Gabriel Basin contaminant plume maps and water quality database.
  - Assists with updating the Authority’s basin groundwater remediation plan.
  - Assists with managing Authority’s site access agreements with public and private partners.
  - Assists with supervising Authority’s engineering and geotechnical consultants.
  - Monitors state and federal drinking water regulations.
  - Monitors advancements in groundwater treatment technology.
  - Performs onsite supervision of Authority construction projects.
  - Performs all other duties as assigned.
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## **SALARY AND BENEFITS**

**Annual Salary Range** - \$53,508 to \$103,812.

**Health Insurance** – Upon completing sixty days of employment, the WQA will provide, at no premium cost to you and your dependents, Major Medical and Health Insurance to be obtained through WQA’s membership in the Association of California Water Agencies (“ACWA”). Additionally, the WQA provides a medical allowance of \$3,000 per calendar year per individual.

**Dental and Vision** - The WQA is self-insured for dental and optical expenses. Upon completing sixty days of employment, the WQA will provide, at no cost to you and your dependents, reimbursements for actual optical and dental expenses incurred for combined dental and optical expenses not to exceed \$6,000 per family per calendar year.

**Vacation:** 10 working days of vacation per year; after 5 years, accrue 15 days; at 10 years, accrue 20 days of vacation.

**Sick Leave:** Accrue one day per month, for a maximum of 120 days (does not vest).

**Holidays:** 10 paid holidays per year. The office is closed between Christmas and New Years.

**Work Schedule** – The Authority works an alternative work schedule Monday - Thursday with the office closed on Fridays.

**Retirement Plan** – The employees of the Authority participate in a 401(a) defined contribution pension plan, which is fully funded by the Authority at 12.726%. In order to be eligible, you must have worked more than 1,000 hours annually. Plan does not vest until an employee has been employed for 1 year, at which time the plan will 100% vest.

**Deferred Compensation** - The Authority offers a voluntary 457(b) deferred compensation program.

The Authority does not participate in Social Security or the California Public Employees Retirement System (PERS)

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## THE APPLICATION PROCESS

Interested candidates must submit a resume and cover letter via email on or before April 28, 2025. Send to [employment@wqa.com](mailto:employment@wqa.com) with “Project Resource Specialist” and your name in the subject line.

Those candidates who appear to be highly qualified for the position based on the information submitted may be invited to participate in an interview.

As part of the application process a candidate will be required to submit to a background check, fill out an application and provide references.

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*The San Gabriel Basin Water Quality Authority is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, religion, color, national origin, ancestry, disability, mental, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran/military status, or any other status protected under federal and/or state law.*