



CITY OF WADSWORTH

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| Classification: | Wastewater Plant Laboratory Technician |
| Department: | Wastewater Treatment |
| Reports to: | Wastewater Treatment Superintendent |
| Positions Supervised: | None |
| Status: | Full-time, Classified, Non-Exempt |
| Pay Grade: | L-11, \$25.7920 - \$34.8952 |
| Normal Working Hours: | 8:00 A.M. to 4:00 P.M/Variable |

Under the immediate supervision of the Wastewater Plant Supervisor, this skilled position conducts laboratory analysis of wastewater influent, effluent and sludge. The technician administers the DMR-QA (Discharge Monitoring Report-Quality assurance) program. The technician will assist with the pre-treatment program and FOG (Fats, Oils and Grease) program. This individual prepares reports pursuant to National Pollutant Discharge Elimination System (NPDES) monitoring program requirements, and certifies the data's accuracy. The lab technician collects plant, stream and pretreatment/industrial samples, insures hold times are met and chains of custody procedures are followed. The lab technician reports results of plant analysis to supervision and/or operations personnel in a timely fashion.

Essential Duties and Responsibilities: Examples of job responsibilities of the position include, but are not limited to the following tasks:

- Assists in preparing the annual budget for the lab to include chemicals, equipment, outside testing, etc;
- Administers DMR-QA program;
- Assists with the pre-treatment and FOG program as required;
- Collects, preserves and transports samples of wastewater and sludge from various points in the wastewater treatment process and receiving waters;
- Trains operators in proper sampling techniques and receives samples according to chain-of-custody procedures. Ensures samples delivered to outside laboratories are properly preserved and documented;
- Performs laboratory analysis of wastewater and sludge for physical and chemical parameters;
- Uses wet chemistry techniques and basic instrumental analysis;
- Performs microbiological analysis of wastewater for fecal coliform and e-coli;
- Calibrates, adjust and makes minor repairs to lab equipment and instruments;
- Prepares reagents and media for use in the laboratory;
- Ensures adequate supplies of analytical materials are kept on hand and stock as needed;
- Maintain documentation including worksheet/log sheet entries, results and data validation, sample documentation and chain of custody forms. Records data precisely and accurately;
- Maintain cleanliness of laboratory and equipment;

- Perform maintenance and calibration of lab equipment, fixtures and samplers;
- Prepares, sorts, washes, decontaminates, sterilizes and stores lab glassware;
- Prepares and files documentation to ensure compliance with state and federal EPA;
- Build and maintain a positive working relationship with co-workers, other city employees and the public using principles of good customer service;
- Makes operational changes to process control such as RAS, WAS, chemical feed rates, etc.;
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Chemistry and microbiology;
- Familiarity with state and federal EPA regulations governing wastewater treatment preferred;
- Mathematics as used to analyze test results and perform a variety of analyses;
- Laboratory procedures; proper use and care of laboratory equipment, safety precautions in a laboratory setting;
- General principles and procedures of wastewater treatment preferred;
- Standard method for the examination of wastewater and various EPA methods preferred;
- Basic principles and applications of pertinent computer software such as Excel and Word;
- Principles and practices of a laboratory Chemical Hygiene Plan;
- Basic understanding of quality assurance/quality control (QA/QC) protocols;
- Skill in performing a variety of chemical, biological and bacteriological laboratory tests;
- Ability to analyze and interpret standard laboratory test results;
- Skill in performing technical test procedures and analysis accurately and safely;
- Ability to adhere to a Chemical Hygiene Plan;
- Ability to assist with writing standard operation procedures;
- Ability to complete chain of custody documentation, communicate with contract labs;
- Ability to maintain records accurately and neatly;
- Skill in the use of a computer and ability to input and retrieve data;
- Ability to prepare clear and concise reports;
- Ability to work independently and exercise sound judgment;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to sit or stand for long periods of time;
- Ability to intermittently twist to reach equipment surrounding work area;
- Ability to perform simple grasping and fine manipulation;
- Ability to use color vision to perform colorimetric testing,
- Ability to perform field monitoring which may involve walking on uneven or steep terrain, slip hazards, and exposure to sun, inclement weather, noise, dust and allergens;
- Ability to lift and/or carry weight of up to 50 pounds;
- Ability to be required to work any shift, weekends and/or holidays.

Minimum Qualifications for Employment:

To be eligible for consideration, a candidate must meet or exceed all of the minimum qualifications for employment. Those candidates who do not possess the minimum qualifications will not be considered for employment.

- Possession of a high school diploma or documentation of successfully passing the General Education Development (GED) test.
- Possession of a valid motor vehicle operator's license in the State of Ohio and to remain insurable under the city's vehicle insurance policy and have an acceptable driving record as deemed by the City of Wadsworth.
- Possession of OR obtain a State of Ohio EPA Class I voluntary lab analyst certification within two (2) years of employment.

Preferred Qualifications for Employment:

- One (1) year of laboratory experience preferred;
- Possession of a State of Ohio EPA Class I Professional Wastewater Operator certification preferred.

Special Information:

Employment is contingent upon the successful completion of a criminal background check, employment reference checks, a physical examination and a pre-employment drug screen. The final applicant will be required to submit to urinalysis prior to the appointment to test for illegal drug use. An applicant with a positive test will not be appointed to the position.

Application Process:

Interested candidates should submit a detailed resume reflecting the nature of the work performed in both current and prior employment. Emphasis should be given to work experience, training and/or duties performed that are relevant to this position. Resumes in Word (.doc / docx.) or PDF format may be submitted in the following manner:

E-Mail: Tara McCulloch, Human Resources Director at jobs@wadsworthcity.org

Posting Date:

Friday, May 20, 2022

Posting Deadline:

Friday, June 10, 2022*

* Resumes must be received in Human Resources by 4:00 P.M. on the deadline date, regardless of the method of submission. Late submissions will not be considered.