

POSITION DESCRIPTION

Class Title: ~~Unlicensed Laboratory~~ Unlicensed Laboratory Technician I **Date:** ~~April 20, 2005~~ November 6, 2012

Department: Wastewater

Union: Laborer's International
Union of North America

Location: Geneva, Ohio

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled analytical tests to ensure compliance with EPA mandates following prescribed and developed procedures.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Superintendent [and/or the lead Laboratory Technician.](#)

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs chemical, physical and bacteriological analysis on raw, partially treated wastewater, final effluent and stream water to determine plant efficiencies and compliance with local, State and Federal regulations.

Prepares laboratory reagents, bacteriological media and test solutions.

Maintains and calibrates laboratory and other related equipment.

Monitors the performance of equipment, gauges and charts in the treatment plant.

Records statistical data concerning plant operations.

Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Notifies necessary personnel of repairs or malfunctions at the wastewater treatment plant.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; Gathers and tests

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wastewater samples for plant efficiency reports as required.

Assures that plant operates within required standards, makes adjustments, as required.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meter and other water quality monitoring equipment.

Performs custodial jobs, as required.

Performs related duties as assigned.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Assists in the development of a comprehensive QA/QC program; maintains records, prepares data sheets, setup laboratory equipment.

Must become familiar with all aspects of plant operation. Will be called upon to assist operations/maintenance personnel and be available for callouts.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) ~~_____~~ (A) Graduation from high school education or GED equivalent, ~~and,~~
- (B) ~~_____~~ ~~s~~Supplemented technical training in biology, environmental science, chemistry, or a closely related field, and
- (B) One (1) years of experience in a laboratory environment, or
- (C) Any equivalent combination of education and experience.

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NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) ~~_____~~ (A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities;
- (B) ~~_____~~ ~~w~~Working knowledge of laboratory procedures and practices for a Class 1 Wastewater Laboratory Analyst as defined by the current Association of Boards of Certification (ABC) "Need to Know" Summary;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.
- (D) Possession of sufficient computer skills to complete OEPA eDMR reports, generate correspondence in Microsoft Word and basic spread sheets in Microsoft Excel.

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SPECIAL REQUIREMENTS

Valid State of Ohio Driver's License. ~~Certification as a Wastewater Treatment Plant Laboratory Technician Class I issued by the State of Ohio, or ability to obtain within eighteen months of employment.~~

Employees hired or promoted into the Unlicensed Laboratory Technician position must pass the Ohio Water Environment Association (OWEA) Class I Wastewater Analyst exam within two (2) calendar years of the employee's date of hire or promotion. If an employee fails to pass the OWEA Class I Wastewater Analyst exam within the two (2) year time period he/she shall be subject to termination. The Wastewater Superintendent, with City Manager's approval, may grant an employee a one (1) year extension if the employee's performance reviews rate "exceeds requirements" in the areas of job knowledge, quality of work, productivity, or on the job behavior.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to ~~40-15~~ pounds and occasionally lift up to 50 pounds and ~~or~~ move up to 150 pounds with mechanical or personal assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious

places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____
(Indicates the employee was given a copy of the job description)

Supervisor: _____ Date: _____