

CITY OF BLUEFTON
Wastewater

TITLE: Apprentice Laboratory Technician Operator
This position is non-exempt from overtime.

JOB OBJECTIVES: Incumbent collects, monitors, and analyzes wastewater coming through Plant and factories. Incumbent reports to Laboratory Supervisor or Superintendent.

ESSENTIAL JOB FUNCTIONS:

- * Collecting samples at factories and Plant. Includes observing what factories discharge and condition of Plant;
- * Performing analysis of total suspended solids, chlorine, ammonia, PH, fecal coliform, dissolved oxygen, phosphorus, etc... Includes all quality control tests and the calculations of all analysis;
- * Cleaning and maintaining of lab and other equipment, to include checking temperature of ovens in incubators, raw sewage pumps, barminutor and grit collector, etc...;
- * Providing such additional support activities as collecting and documenting weather data, collecting and testing river samples, drawing sludge off primary and final clarifies, making distilled water, etc...;
- * Supporting other Departmental operations by operating vector, clearing flooded streets, removing water from flooded basements. Includes such Plant activities as cleaning wires, drying beds, and general building and grounds activities.

NON-ESSENTIAL FUNCTIONS:

- * Attending seminars to improve/update lab skills and maintain licenses.

Performs related Essential/Non-Essential functions as required.

I. SKILLS AND KNOWLEDGE

EQUIPMENT: Ability to use such specialized tools, equipment and machines such as laboratory instruments and hand tools. Ability to use equipment such as telephone, calculator, radio, and computer. Ability to operate assigned vehicles.

CRITICAL SKILLS/EXPERTISE:

- * Thorough knowledge of laboratory operational procedures and requirements to assure that testing is done correctly, and according to stated regulatory requirements;
- * Thorough knowledge of laboratory equipment and their use in performing required tests, to include the ability to apply this knowledge in performing tests;
- * Working knowledge of Department policies, procedures, and standards and the ability to support them;
- * Ability to follow established work methods and safety procedures;
- * Ability to communicate effectively, both in writing and verbally to document lab findings, maintain records and work with Department personnel.

JOB STANDARDS:

High School education or equivalent, plus related experience. Must be a Class I operator and meet other certification/licensing requirements. Must possess a valid drivers license.

II. RESPONSIBILITY

Incumbent is responsible for performing quality tests while following specialized procedures. Supervisor provides detailed and general instructions both during and before the course of work. Work is reviewed on a spot check and continuing basis, as well as upon completion for compliance with instructions, procedures, methods, general conclusions, final results, and accuracy. Incumbent is required to know and apply a variety of technical and specialized laws, procedures, and requirements.

III. PHYSICAL EFFORT

PHYSICAL ACTIVITY: The physical activity expected is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

PHYSICAL REQUIREMENTS: The physical requirements expected are identified as heavy work.

VISUAL ACTIVITY: The minimum visual activity of the seeing job is at or within arm's reach.

IV. WORK ENVIRONMENT

JOB LOCATION: The minimum working conditions require the employee to work both inside and outside, and be exposed to potentially hazardous environmental and atmospheric conditions

SAFETY EQUIPMENT: The employee is expected to wear those safety items required to meet work responsibilities.

ACKNOWLEDGEMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date:

Employee's Supervisor:

Date:

Revised 12/07/00