



JOB TITLE: **LAB TECHNICIAN**

DEPARTMENT: **PUBLIC WORKS**

JOB CLASS NUMBER: **5471**

DIVISION: **WPCC**

REVISION DATE: **7.29.2024**

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

This position works under the direct supervisor of the Water Treatment Plant Superintendent and is responsible for performing tests on raw and treated wastewater and other substances; records test results and data required by both state and federal agencies.

EXAMPLES OF DUTIES:

- Ensures all necessary equipment, materials, instruments, and chemicals needed to operate the laboratory are in place and assist with data entry and other duties as needed
- Prepares forms and collects any needed water samples, including Total Organic Carbons (TOCs), disinfection and bacteriological safety as required by the EPA and LDH. Prepares and maintains required water quality documents for review by the EPA and LDH.
- Maintains all online and benchtop monitoring equipment, including calibration and validation as required by EPA and LDH.
- Operates, calibrates, and maintains laboratory equipment while maintaining clean instruments, and storage areas
- Follows all safety procedures as required for wastewater treatment laboratory
- Collects samples; performs on-site analysis as necessary
- Reads and follows the Louisiana Sanitary Code - Title 51.
- Inspection of stations.
- Resolves day-to-day questions/problems from treatment plant operators regarding appropriate materials, methods, and procedures to be used in collecting treatment plant samples
- Flushing hydrants and distribution lines.
- Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without impacting co-workers or delivery of service to the public.
- On-Call twenty-four (24) hours per day.
- Requires working nights, holidays, and weekends.
- Travels out of town as needed for training, education, and conferences.

PERFORMS ROUTINE FIELD SAMPLING and ANALYSIS OF WATER BY:

- Obtaining water samples from natural sources (rivers, streams, and reservoirs), drinking water sources (consumers, sample stations, water mains, and tanks), and various stages during and after the treatment process. Analyzing water samples for pH, Chlorine, turbidity, dissolved Oxygen, and other tests using approved methods such as Standard Methods for the Examination of Water and Wastewater.
- Collecting water samples at tanks, distribution sites and water treatment plants and performing field tests to comply with the Total Coliform Rule.
- Transporting collected samples between treatment facilities.
- Performing system monitoring to include Chlorine analysis at fire hydrants, tanks, and other locations
- Sampling at water treatment plants for chemical analysis.
- Special project sample collection.

- Maintaining and assuring field and laboratory records are accurate, legible, and on-time

MINIMUM QUALIFICATIONS:

Training and Experience:

- High School Diploma or a valid General Equivalent Diploma issued by a State Department of Education
- Courses in Mathematics, Science, and basic Chemistry a must
- Computer Training
- Must have a minimum of one (1) year experience in water related field

Knowledge, Skills and Abilities:

- Good knowledge of computers and software programs such as Microsoft Word and Excel
- Self-discipline with the ability to make responsible decisions and follow all instructions
- A working knowledge of Mathematics and Chemical formulas
- Knowledge of handling dangerous chemicals required
- Ability to pass State Lab certification test which may be required in the future
- Ability to communicate effectively with the EPA, LDH, and the public

LICENSES AND CERTIFICATES:

- Possess a valid State of Louisiana Driver's License
- Will be required to pass each level of certification within two (2) years after acquiring the necessary points. Failure to do so is grounds for dismissal.

8/23-9/6/2024