

Job Class #: 5471
Job Title: Wastewater Lab Technician
Department: Public Works
Revision Date: October 17, 2011

Wastewater Lab Technician

Description:

Employees in this position are responsible for operation of laboratory in a wastewater treatment plant. The Lab Tech collects and analyzes wastewater samples and ensures compliance with the Louisiana Department of Environmental Quality (LDEQ) and the US Environmental Protection Agency (EPA.) This position involves limited supervisory duties. The Lab Tech is under the direct supervision of the plant superintendent.

Duties and Responsibilities:

- Responsible for Waste Water treatment to conform to permit requirements specified by the Louisiana Department of Environmental Quality (LDEQ) and the Environmental Protection Agency (EPA).
- Collects samples of wastewater, sludge, receiving water and industrial waste in accordance with established lab procedures.
- Performs laboratory tests according the approved Standard Methods guide book.
- Performs routine laboratory analysis including chloride, conductivity, alkalinity, pH, temperature, chlorine residual (free and combined), dissolved oxygen, biochemical oxygen demand, chemical oxygen demand, suspended solids, settleable solids.
- Performs microbiological analyses including sterile techniques, fecal coliform, confirmed tests, media preparation and total plate count.
- Maintains routine documentation including worksheet/log sheet entries, sample documentation and chain of custody forms.
- Prepares and maintains records, reports, and charts.
- Records data precisely and accurately.
- Prepares and submits reports to the LDEQ and the EPA.
- Operates and maintains test equipment such as UV/visible spectrophotometer, dissolved oxygen meters, and pH meters.
- Performs routine test equipment calibration and maintenance.
- Prepares, sorts, washes, decontaminates, sterilized and stores lab glassware.
- Prepares chemical reagents and bacteriological culture media.
- Performs routine quality control checks for all reagents, media and data.
- Reports daily lab observations on plant performance to the plant Superintendent.
- Ensures that adequate laboratory supplies are maintained.
- Participates in continuing education as assigned.
- Performs other duties as described by supervisor.

Special Requirements:

- Able to climb into and out of trucks.
- Able to climb up and down ladders.

- Available to work rotating shifts, after hours, weekend, and holidays as required.
- Must maintain cooperative working relationships with other City employees.

Required Skills and Abilities:

- Knowledge of principles of wastewater treatment.
- Knowledge of chemicals, and equipment used in the wastewater process.
- Knowledge of basic chemistry.
- Must have formal training in laboratory procedures and be able to demonstrate basic knowledge of laboratory operation and terminology.
- Ability to read, write, and speak the English language at a college level.
- Possess computer skills including Microsoft Windows, Excel, and Word.
- Understands and follows oral and written directions.
- Able to communicate effectively verbally and in writing.
- Able to establish and maintain effective working relationships with employees, other City departments and the general public.
- Stays alert, displays a positive attitude, and is self motivated.
- Responsible, self-disciplined and able to make important decisions.
- Observes safe workplace practices.
- Will be required to pass a drug screening and criminal background check prior to employment.

Education & Experience:

- Must have a high school diploma or GED from an accredited high school.
- Must have a minimum of an associate degree in Micro-Biology or Chemistry or equivalent job experience in operating a wastewater laboratory.
- Possess and maintain a valid Louisiana Driver's License which is to be maintained as a condition of employment.
- Ability to obtain a Louisiana Class 3 Wastewater Treatment certification within forty eight (48) months of employment. Certification must be maintained while employed. Applicants that hold existing certification in wastewater will be given special consideration.
- Operators are required to pass each level of certification with one year after acquiring the necessary points. Failure to do so is grounds for dismissal.