



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	LAB TECHNICIAN		
Department:	Public Works		
Supervisor:	Public Works Supervision Structure		
Date:	September 2013, Revision 1	Position No.	PW/9
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for performing laboratory analyses of wastewater, sludge, water and any other substance related to the wastewater and water treatment processes.

Job Scope:

The purpose of this position is to analyze wastewater, sludge, water and other samples to ensure compliance with federal, state, and local standards. Successful performance helps ensure a safe water supply.

Essential Duties and Responsibilities:

1. Operates, maintains, and calibrates a variety of laboratory testing equipment and gauges; cleans and sterilizes laboratory equipment; inspects safety devices to ensure proper working condition.
2. Maintains a quality control/quality assurance program to justify all the results generated from all testing performed at the laboratory.
3. Completes laboratory bench sheets, calibration sheets, sample log sheets, and any other written documentation to provide all necessary documentation for sample testing in compliance with all federal, state, and local regulations.
4. Adheres to standard operating procedures developed for the lab and has a working knowledge of methodology outlines in the most recent edition of Standard Methods as it pertains to the testing performed in a laboratory.
5. Collects wastewater samples at different stages of the treatment process and collection system.
6. Analyze wastewater samples by performing standard chemical, bacteriological, biological, and physical examinations.
7. Analyzes samples for various parameters as required by EPA and MDNR in compliance with NPDES permits.

8. Assists in the operation of wastewater treatment processes as required.
9. Communicates problems, both orally and in writing, to wastewater manager in a timely manner.
10. Tracks inventory of lab supplies and requisitions supplies as needed.
11. Performs housekeeping and custodial duties to assure that the laboratory work environment is kept clean and organized.
12. Follow all safety rules established by the City of Sedalia and/or the wastewater manager. .
12. Perform other related duties as assigned.

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

Minimum Qualifications:

1. High School diploma or GED
2. Sufficient experience to understand the basic principles and duties of the position usually associated with the completion of an apprenticeship, internship, or having had a similar position for one to two years.
3. Possess a Class D level certification in Wastewater Treatment from the Department of Natural Resources or ability to obtain certification within 12 months of employment.
4. Possess a Class D level Lab Operations certification from the Mo. Water Environment Association or ability to obtain certification within 12 months of employment.
5. Missouri driver's license
6. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of standard operating principles, techniques, terminology, equipment and materials.
2. Knowledge of mathematics.
3. Knowledge of basic chemistry and biology.
4. Knowledge of water and wastewater treatment processes.
5. Skill in performing standard mathematical calculations such as ratios, unit conversions, and percentages.
7. Skill in operating and maintaining lab equipment and meters.
8. Skill in oral and written communication.

Guidelines:

1. Standard laboratory methods, state and federal environmental regulations, NPDES permits.
2. City and department policies and procedures, and accepted safety practices.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related duties in laboratory analysis.

Principal Working Relationships:

1. Co-workers and other city employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, and provide services..

Supervisory and Management Responsibility:

None

Physical Demands:

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

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

Work Environment:

The work is typically performed in a laboratory. The employee may be exposed to contagious or infectious diseases and irritating chemicals. The work requires the use of protective devices such as masks, goggles, and gloves.